WILSON K. CADMAN GALLERY POLICIES

A. The following policies apply to both Wilson K. Cadman Art Gallery ‘Main’ and ‘Looking Glass’ spaces.

B. Administration of the Wilson K. Cadman Art Gallery, hereinafter known as Cadman Art Gallery
   1. For the Cadman Art Gallery, the staff of Student Involvement and Gallery Supervisor are responsible for:
      a. The advertising of open exhibit positions and overall promotion of the gallery.
      b. The selection of the Cadman Art Gallery Selection Board.
      c. The coordination of exhibitions after the Cadman Art Gallery Selection Board selection process.
      d. The overall condition of the Cadman Art Gallery.
      e. Establishing hours of the Cadman Art Gallery.
      f. Hiring and staffing of Cadman Art Gallery.

B. Priority of Exhibitions
   1. Student Involvement sponsored programs, exhibits and competitions.
   2. Current Wichita State University students.
   3. Current Wichita State University faculty and staff.
   4. Wichita State University Alumni.
   5. Community members or other individuals unrelated to Wichita State University.

C. Exhibit Scheduling
   1. Maximum two-four weeks (with the exception of Student Involvement art competitions or by special arrangement).
   2. Minimum one week (five business days), starting on a Monday and taken down on Friday after 5:00 PM (exceptions made to exhibits falling on holidays or academic breaks).
   3. Length will be determined at the discretion of the Gallery Supervisor.

D. Frequency of Exhibitions
   1. Individuals may exhibit once an academic year in addition to one joint exhibit per academic year. Student Involvement sponsored art competitions do not count towards exhibit time.

E. GALLERY SECURITY
   1. The Cadman Art Gallery provides attendants to enforce the gallery policies and to secure the artwork against theft and vandalism.

F. LIABILITY
   1. The staff of the Cadman Art Gallery and Student Involvement will exercise every possible precaution in handling all works of art but cannot assume any responsibility for damage, theft, or loss of artwork before, during, or after the exhibit.