(Senate Resolution dated 29.11.2012, no. 15)

# ATILIM UNIVERSITY

**Directive on Atılım Art Gallery**

# SECTION ONE

## Purpose - Scope - Definitions

**Purpose and scope**

**Article 1-** This Directive covers the gallery operation principles, and the duties, authorities, and responsibilities of gallery employees with the aim to increase the interest in plastic arts through exhibitions, conferences, panel discussions, films, slide shows, developing art culture as side activities, and to provide opportunities for artists working in the field of Plastic arts.

## Definitions

**Article 2** - The definitions for this Directive are:

“University”: Atılım University,

“School”: School of Fine Arts, Design and Architecture of Atılım University,

“Gallery”: Atılım Art Gallery under School of Fine Arts, Design and Architecture, Atılım University,

“Artist”: Individuals doing Plastic Arts (paintings, sculptures, graphics, photos, ceramics etc.), “Board of Curators”: The Board established as per Article 9 of this Directive.

# SECTION TWO

## Duties of the Gallery - Utilization Bans, Management

**Duties of the gallery**

**Article 3** – The duties of the Gallery are as follows:

1. Spreading and developing a taste of plastic arts,
2. Creating a judgment of value in society to differentiate actual works of plastic arts,
3. Providing artists with the means to exhibit their works of plastic arts,
4. Introducing the plastic arts and artworks from around the world to the society and artists in general, and to our university students and staff members in particular,
5. Organizing panel discussions, film events and slide shows in the field of plastic arts through local opportunities,
6. Supporting and promoting talented artists

## Bans against utilization for other purposes

**Article 4 -** The gallery may not be used for purposes other than originally intended.

Artists and organizations authorized to hold an exhibition or an event at the gallery may not perform activities other than the scope of the activity authorized.

## Management

## Article 5-

1. The gallery is managed by an Art Director appointed as per the proposal of the Dean of School, and with the approval of the University President, and a manager to undertake administrative affairs. The Art Director is also responsible for gallery operations, personnel management, and delegation of tasks.
2. The gallery operates under the Deanship of Atılım University School of Fine Arts, Design and Architecture, and its correspondence is undertaken under that name.
3. The gallery manager and the officers authorized are responsible for the protection of the fixtures of the gallery. Notebooks and charts related to plastic works of art are arranged as originally intended.

## Book-keeping

**Article 5 -** The books and files to be kept at the gallery are as follows:

* 1. A book on the useable and perishable items and equipment,
	2. A file for the original and additional copies of letters regarding purchases and expenditures,
	3. A book on the incoming and outgoing pieces of correspondence,
	4. A book on fixtures,
	5. A file on items brought to, and taken from the warehouse.

# SECTION THREE

## Board of Curators - Opening an Exhibition

**Board of curators**

**Article 6 -**

1. Atılım Art Gallery of Atılım University has a Board of Curators of at least three full and two substitute members. The Art Director is a natural member of the Board.

Board members are selected from among the academic staff of the School of Fine Arts, Design and Architecture (those educated in the fields of plastic arts), as per the proposal of the Art Director, the approval of the Dean, and the approval of the President. At least one of the members of the Board of Curators may be from outside the School. The Board is chaired by the Art Director.

1. The term of office of the Board of Curators is one year. Board of Curators duties are performed on an honorary basis. **(3)** The Board of Curators evaluates the exhibition applications at their meeting in the second week of September and the first week of January every year, and upon the request of the art director.

**(4)** Board decisions are taken by majority vote. Substitute members are invited to replace the full members in their absence.

## Opening an Exhibition

## Article 7-

1. Artists or organizations intending to open an exhibition apply to the Gallery Management with an official letter. The exhibition dates for the works deemed worthy of exhibition by the Board of Curators are determined by the Art Director, taking into account the requests of the applicants, and are presented to the Board of Curators for finalization.
2. The exhibition duration is minimum 15 days. If necessary, this duration may be extended for the desired period with the approval of the Art Director.
3. Any changes to the exhibition dates for any reason must be notified in writing to the Gallery Director by the exhibitors at least thirty days in advance.
4. Invitation, poster and cocktail expenses for the exhibitions to be opened are covered by the institution by the decision of the Board of Curators. In return, the Artist gifts one of their works suggested by the Art Director to the institution. Two works are to be gifted by artists requesting catalogs for their exhibition. Atılım University covers packaging and shipping expenses for exhibitions invited to the institution.

Artists or organizations holding exhibitions are responsible for any damage they cause at the exhibition areas.

1. Classical music may be broadcast at the gallery during exhibition openings and during exhibitions under the supervision of the Art Director. Exhibited works may be sold. The institution receives a 20% commission per sale. The commission is 15% if the artists are academicians or students of Atılım University School of Fine Arts, Design, and Architecture. Exhibition owners are responsible for gallery sales. The commission is paid to the Gallery Management at the end of the exhibition. For paintings to be purchased by the institution, the value of the work is paid with a deduction of the 20% to 15% commission for the institution. The works sold at the exhibition are delivered to the buyer at the end of the exhibition.
2. Works exhibited in the gallery are returned within one week after the exhibition. The Institution and Gallery Management shall not be held responsible for any damage or losses, or works not collected after this period.
3. Regular supervision and protection duties regarding the exhibited works are performed by the Gallery Management. However, the exhibiting organization or artist is responsible for the additional precautions and insurance transactions. Gallery Management may not be held responsible for any damages that may occur.
4. The permission for photographs, and the availability of slides and films of the exhibited works are subject to the permission of exhibition owners.

# SECTION FOUR

## Miscellaneous Provisions

**Holidays**

**Article 8-**

1. The gallery is open to the public without interruption throughout an exhibition, between the hours determined by the Presidency.
2. The gallery is closed for exhibitions between July 1 and August 31. The staff members go on their annual leaves during these months. However, these dates may be changed with the proposal of the gallery management and the approval of the Dean and the President.

## Effective Date

**Article 9-**This Directive shall take effect after its approval by the Senate.

## Execution

**Article 10 -** This Directive is executed by the President of Atılım University.