Organization of Saskatchewan Arts Councils

Care & Handling
Nisto

A. Unpacking

1. **Wear supplied gloves** when handling the artwork. **Remove** only one piece of artwork at one time. Carry with one hand on either side of the artwork. **Never** carry by the top of the frame only. **Never** touch the surface of an artwork. If you need to lean the framed works against the wall, only stack 4 at a time. Always lean them **front to front** and **back-to-back, only if they are the same size.**

2. **Check** each work for damage and complete the **Condition Report Incoming** section (immediately) on the condition report supplied in the exhibition kit. Some things to look for that can cause problems include:

    - Warping of the frame or support structure.
    - Marks on the frame or surface.
    - Paint loss or damage from abuse, humidity or temperature fluctuations.
    - Crate damage
    - If serious damage has occurred, do not attempt any repairs yourself. Immediately contact:

Zoë Schneider
Visual & Media Arts Coordinator
Organization of Saskatchewan Arts Councils (OSAC)
1102 8th Avenue Regina, SK. S4R 1C9
Phone: (306) 586-1252
zoe@osac.ca www.osac.ca

OR IN EMERGENCY CASES:

Museums Association of Saskatchewan
Conservation Extension Service
1836 Angus Street, Regina, SK. S4T 1Z4
Phone: (306) 780-9280

OSAC must be informed of any damage immediately and will advise in the necessary steps for insurance claims to be made.

3. **Check** to see that all works of art and supplementary materials are received. A crate content list of all materials for each crate is enclosed on the inside of the lid of each crate as well as in the exhibition kit
4. **Remove the protective green glass tape**

B. Choosing an Exhibition Space

When selecting a space to install this exhibition, please consider the exhibition should be in a space:

1. That is easily accessible to school children and to the public.

2. That is secure from theft and accidental damage, a place which can easily be supervised and locked at night.

3. That is well lit but will not be in direct sunlight or under florescent lights (the ultraviolet rays can cause works on paper to fade).

4. Which has reasonable consistent heat (i.e.: room temperature). Works should never be hung directly above heating units or open windows as fluctuations in temperature and humidity are very damaging.

5. With bare walls into which nails can be driven or displayed by hanging devices (i.e. hook and chains).

C. Displaying the Exhibition

1. The works should be hung at the eye level (standard is 56" from the center of the work to the floor or 58" if the gallery space has high ceilings). Where both children and adult viewers are expected, a compromise height can be used.

2. The framed introductory panels (leader panels) should be hung at the beginning of the exhibition.

3. Labels should be placed beside each work of art at eye level.

4. Hang the works from nails or hooks from the **sawtooth hangers or d-rings** on the back of each work. Do not add wire! If you have a hook and chain system, use one hook per d-ring.

D.Packing the Exhibition

1. Check each piece of art work for any damage that may have occurred during the display of the exhibition.

2. Report the condition on the **Condition Outgoing** on the condition report supplied in the exhibition kit. Do this very thoroughly and attentively.

3. Place the green protective tape in a cross on the front of the glass works. The tape should be in the briefcase, notify OSAC if there is not tape.

4. Pack each work in the plastic package provided and place in the appropriate crate.

5. Check the crate content list inside the lid of each crate to make sure all items (including the wall labels, gloves, additional materials) are packed in the crate.

6. If you have run out of black gloves, please contact OSAC to have them replenished.