Guidelines for Library Exhibits

J. Eugene Smith Library, Eastern Connecticut State University

The Library's exhibit cases on the Main Entrance/Main Floor are available for exhibits originating or sponsored from within the Library and its various departments and branches, and exhibits originating elsewhere on the Eastern Connecticut State University campus. Exhibits originating from the local community will be considered based on relevance to the University curriculum and mission. Proposals that are tied directly to Library collections will be given preference.

Exhibits should address Library issues directly, and/or the scholarly, historic, social and cultural concerns of the University. The exhibits are to be seen as a medium for exploring issues, marking University events, and informing people about aspects of the Library or University, its work and its collections. Exhibits are not to promote the financial profit of any individual or organization.

Exhibits of art works are under the purview of the University Gallery, and any such exhibit requests should be referred to the Director of the University Gallery. Other types of exhibits, beyond those placed in the exhibit cases, are not normally sponsored by the library, but may be considered based on their relevance according to the criteria above.

All potential exhibitors will submit proposals describing the content of the proposed exhibit and the types of materials to be used. The Public Relations Committee will meet to review proposals, and make recommendations to the Director of Library Services.

The Director of Library Services will confer with the Vice President for Academic Affairs about exhibit proposals from off campus.

Exhibits will usually be on display for one month. Proposals should be submitted as early as possible for maximum choice of dates. Scheduling conflicts will be resolved by the committee. The Public Relations Committee will supply a suggested planning timetable.

Non-library exhibitors must provide viewing-ready exhibits. The Library will not provide staff or materials for installation of an exhibit, but will provide instruction or consultation about installation issues, if requested. In addition, the Library staff will assist in selection of materials from the collection and assist in locating materials to be exhibited, if requested to do so. Exhibits must be thoughtfully designed and neatly prepared. They must include a label identifying the exhibit's developer.

Exhibitors must maintain a file of permissions sought and granted, when appropriate, for use of material on exhibit. Borrowed materials must cite lender. Photocopied and quoted materials must cite source.
The Library does not guarantee the security of exhibit materials; they should be of a nature not requiring high security measures. Exhibitors must sign a waiver of liability if non-University owned items will be included in the exhibit. Exhibitors must also agree to allow photographing of the materials, since the Library cannot monitor exhibit visitors to prevent unauthorized photographs from being taken.

If a display includes audio or other elements that would be distracting to nearby Library users, headphones must be used.

Exhibitors who wish to sponsor an event in the Library associated with their exhibit (such as an opening, a lecture, a performance, or any other kind of gathering) should obtain an event proposal form from the Library's Administrative Services Office, 4th floor, and submit the completed form to that office for approval.

I have read the above Guidelines for Use of Library Exhibit Cases and agree to conform to its stipulations.

___________________________________  ______________
Signature                        Date