

# Program Guidelines

— Adapted with permission from the University Libraries at the University of Washington

## Policy

Programs & exhibits are a valuable part of the Wiekamp Educational Resource Commons's and Franklin D. Schurz Library's public services outreach and user education program. Programs & exhibits inform, educate, and promote the Libraries' information resources and services, and, at times, entertain.

This policy defines the philosophy and goals for programs and exhibits throughout the IU South Bend Libraries sponsored by faculty and groups outside the library, identifies responsibility for these programs and exhibits, and defines acceptance guidelines and general policies.

## Goals for Programming at the Library

- Enhance the strategic mission and development goals of the library
- Promote the diverse holdings and scholarly value of specific library collections
- Promote the role of the library, its collections, resources, services, faculty and staff as central to the research and teaching programs of the university
- Nourish intellectual, aesthetic, and creative growth
- Encourage individuals to contribute to the expansion of knowledge
- Support university events, courses, activities, and accomplishments
- Promote university and community relations
- Recognize library supporters, friends, and donors

## Criteria for Selection

Programs & exhibits in the Libraries will be selected with reference to the Program Policy and Goals Statements. Programming space is made available, in accordance with these Guidelines, to University and University-related departments, groups, and organizations, and to student organizations registered with the IU South Bend Student Government Association.

The following criteria apply as programming and exhibit proposals are considered, although not all events will meet all criteria. The Libraries reserve the right to approve or disapprove all space use requests, to have final approval for the space configuration, and to make all decisions regarding program duration, location within the libraries, and content of publicity.

- Educational content ranging from advanced scholarly contributions to general informational value
- Relevance to library collections
- Broadness of appeal
- Appropriateness of subject, technique, and style for intended location and audience
- Appropriateness to special events, anniversaries, holidays, etc.
- Relation to other events or exhibits in the community
- Representation of an influential movement, genre, trend, or national culture
- When the topic is controversial, an objective presentation is required
- Does not promote the partisan political, religious, or social doctrines of any single person or group
- Reflects vitality, originality, artistic expression, and experimentation
- Does not promote the financial profit of any individual, organization, or commercial enterprise
- Ease and cost of installation
- Satisfies public safety considerations, e.g. free standing displays, hands-on exhibits, etc.

- **Program or exhibit Sponsor agrees to follow all university guidelines regarding contracts, event guidelines, etc. as outlined in the University's Special Events manual. Head of Research and Outreach Services must be copied on all correspondence concerning proper arrangements for AV/filming, catering, work orders, and publicity. If university guidelines are not followed in the appropriate time frame, the event will be cancelled.**

## **Program & Exhibit Proposal Processes and Forms**

Process for proposing a **program** in the WERC or Schurz Library is as follows:

1. Program Sponsor reads Program & Exhibit Guidelines & Event Checklist (see appendix)
2. Program Sponsor completes **program proposal form** (online).
3. Library contact consults with Dean of Libraries and approves or rejects proposal in a timely manner, based on the programming criteria for selection (see above) and/or schedule. Program sponsor is contacted with result.
4. Library contact then copies of Program Proposal Form to the Library Business Operations Manager.
5. Program is added to general Libraries calendar.
6. Program agreement form is signed by programming sponsor two months prior to event. If within 6 weeks of the event the form is not signed and it appears university contract guidelines are not being followed, the Library will cancel the event.
7. Program Proposal and Program Release forms are retained in the Library contact's files.

## **Program Location, Room Use Policy, Schedules, and Calendars**

The Schurz Library's programming space is located in the fifth floor atrium.

The Library's exhibit space is located in the fifth floor atrium. Any exhibits brought to the library must fit within this space.

The Library and/or WERC is not responsible for room set-up, AV/Filming, or reception/catering requests. All such requests must be made through Eileen Villanueva, Special Events office, edhassan@iu.edu or 520-5111. See the University Special Events manual for more information: <https://www.iusb.edu/special-events/index.html>

## **Funding**

Program/Exhibit Sponsors are solely responsible for funding all costs associated with the program, including but not limited to reception, speaker travel, and publicity for programs and shipping, installation, dismantling, and insurance for exhibits. University guidelines regarding contracts must be followed. Exhibitors are responsible for publicity. See the publicity section of this document for more information.

University guidelines regarding contracts must be followed. Program sponsors are responsible for publicity beyond that provided by the Libraries. See the publicity section of this document for more information.

## **Safety**

Exhibits and program setups must be placed so as to accommodate physical safety considerations. There cannot be loose cords or cabling; free-standing units must be secure; and ease of egress for emergency purposes must be assured. The program and/or exhibit must be set up so as to accommodate disability access.

## Best Practices

Programs and exhibits must be well prepared, organized, and publicized. In order to most effectively promote an event, units are encouraged to schedule their programs and exhibits six to twelve months in the future.

**Exhibit Duration:** Exhibits should have specific start and end dates, although the end date may be extended if the schedule allows. As a general rule, exhibits should be on display for one to two months, but shorter exhibit times are permissible. Since exhibit conditions place a strain on library materials being displayed, exhibits running longer than three months are not encouraged, and should be undertaken only under exceptional circumstances.

## Publicity

- Flyers, posters, handbills should contain consistent messages. The creation of such materials is the responsibility of the program sponsor.
- Coordinating promotion and marketing of the exhibit with the Office of Communications and Marketing is highly recommended. **OCM policy requires at least six weeks advance notice.**

## Dispute Resolution

The IU South Bend Libraries support academic freedom and the free expression of opinion. The Libraries will not exercise any censorship of materials such as books, images, labels, catalogs, or promotional literature that do not violate the guidelines as expressed in the Program & Exhibit Guidelines or local, state, or federal laws.

The IU Libraries subscribe to the American Library Association's [Library Bill of Rights](#) as it applies to exhibit spaces and bulletin boards, specifically:

*The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.*

Challenges of a program held in the Libraries may be sent in writing to the Head of Research and Outreach Services. The Libraries will respond to written statements as follows:

- The individual will be notified that the Library has received his/her written statement of concern.
- A copy of the statement is to be forwarded through the supervisory chain.
- A review process will be conducted in a timely matter by Library Administration in response to an individual's statement of concern.
- While a concern is being considered, there will be no change in the status of the program.
- Upon completion of the review process, the appropriate administrator will notify the individual of the Library's decision.
- The individual may appeal the decision to the Dean of University Libraries

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