

Exhibits Guidelines

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

Policy

Exhibits are a valuable part of the Schurz Library's public services outreach and user education program. Exhibits inform, educate, and promote the Libraries' information resources and services, and, at times, entertain.

This policy defines the philosophy and goals for exhibits and public art displays throughout the Library, identifies responsibility for these programs, and defines acceptance guidelines and general policies. Library faculty and staff involved in organizing, curating and/or mounting exhibits are also required to follow this policy.

Smaller exhibits which are regarded by Library faculty and staff as "displays" are covered in the display case policy.

The Coordinator of Public Relations and Outreach and the Library Business Operations Manager, in consultation with the Outreach Committee, will be responsible for updating and revising this policy.

Goals

- 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
- Educate the university community on particular topics
- Enhance the strategic mission and development goals of the library
- Encourage individuals to contribute to the expansion of knowledge
- Support university events, programs, symposia, activities, and accomplishments
- Promote university and community relations
- Recognize library supporters, friends, and donors

Criteria for Selection

Exhibits in the Libraries will be selected with reference to the Exhibits Policy and Goals Statements. Exhibit spaces are 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 exhibit proposals are considered, although not all exhibits will meet all criteria. The Library reserves the right to approve or disapprove all exhibit requests, to have final approval for the layout of the exhibit, and to make all decisions regarding length of exhibit duration, placement of the exhibit within a library, 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.
- Exhibitor/Sponsor agree to follow all university guidelines regarding contracts, exhibit guidelines, etc.

Exhibit Proposal Process and Forms

Process for proposing an exhibit in the Franklin D. Schurz Library

1. Exhibitor reads Schurz Library Exhibits Guidelines
2. Exhibitor completes Exhibit Proposal form online, prints, signs, and sends copy of the proposal to Library contact: Angela Huff, Library Business Operations Manager at adhuff@iusb.edu.
3. Libraries contact for the exhibit location approves or rejects proposal in a timely manner, based on the criteria for selection and/or schedule. Exhibitor is contacted with result.
4. Exhibit is added to the calendar for the exhibit location and to the general Libraries calendar.
5. At least 6 weeks prior to the exhibit installation, all official IU-approved contracts must be signed and a copy must be given to the library representative. If this is not done by this deadline, the library will not allow the exhibit to be installed in the Library.
6. Exhibit Proposal and copies of the official contracts are retained in the library's files.

Exhibit Locations, Room Use Policies, Schedules, and Calendars

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

The measurements are as follows:

Floor area south of the elevators: 32 feet by 14 feet by 8 feet

Floor area north of the elevators (where study tables are located): 34 feet by 24 feet by 8 feet

Floor area far north of the elevators (atrium area): 12 feet by 26 feet by 8 feet

Due to campus regulations regarding facilities, hanging exhibits are generally not allowed, with the exception of official School of the Arts exhibits.

See the publicity section of this document for information on ways to promote your exhibit.

Funding

Exhibitors are solely responsible for funding all costs associated with the exhibit, including but not limited to shipping, installation, dismantling, and insurance. University guidelines regarding contracts must be followed. Exhibitors are responsible for publicity. See the publicity section of this document for more information.

Security and Insurance

The Library takes no responsibility for the security or welfare of exhibits at any time, including during transport, installation, or dismantling. Before an exhibit is installed, exhibitors must sign all official IU contracts regarding the exhibit. If this is not done six weeks prior to the exhibit installation the library will not allow installation of the exhibit in our space.

Insurance coverage, if needed, is the responsibility of the Exhibitor.

Safety

Exhibits and displays 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 from the exhibit for emergency purposes must be assured. The exhibits must be set up so as to accommodate disability access.

Best Practices

Exhibits must be well prepared, organized, and aesthetically pleasing. In order to most effectively promote a Library exhibits program, units are encouraged to schedule their exhibitions 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.

Exhibit Support Materials:

- Bibliographies, brochures and other promotional material and/or instructional materials to accompany an exhibit are strongly recommended but not mandatory.
- Exhibitors are strongly encouraged to create an accompanying website to be linked to from the Libraries' Web site's news and events page. If a website is created, please send the link to Julie Elliott at jmfelli@iusb.edu.
- Exhibitors are responsible for preparing the content of the publications associated with their exhibit. Examples include: a bibliographical list of items displayed; a double sided brochure; an exhibit catalog.

Publicity

- Flyers, posters, handbills should contain consistent messages. The Coordinator of Public Relations and Outreach is available for consultation in the creation of flyers, posters, and handbills, but 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. To learn more about using OCM services, please visit: <https://www.iusb.edu/ocm/workwithus.php>
- All publicity for the event should be sent to Library contact prior to distribution for review.

Dispute Resolution

The Schurz Library supports academic freedom and the free expression of opinion. The Library 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 Schurz Library Exhibits Guidelines or local, state, or federal laws.

The University Libraries subscribes 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 display, exhibit, or printed materials posted or displayed in the Franklin D. Schurz Library may be sent in writing to the Coordinator of Public Relations and Outreach. 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 display, exhibit, or printed materials.
- 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.

Appendix:

Franklin D. Schurz Library, IU South Bend Exhibit Proposal Form

Title of Proposed Exhibit:

Sponsor:

Potential Exhibit Dates:

Briefly describe the scope, content and purpose of the exhibit, include types of materials/format, size of exhibit space needed, etc.

Please list any associated events (opening party, lecture, etc.) and provide website link if available.

Proposed program
Dates:

Proposal
Submitted by:

IMPORTANT INFORMATION

The program sponsor must complete an Exhibit Release Form and review checklist of responsibility before program approval.

Signature

Date

Questions?

Contact Angela
Huff,
adhuff@iusb.edu
or 520-4404.

APPROVAL

THIS SECTION FOR LIBRARY USE ONLY

Signature and
Approval by Library
Contact

Upon approval
please send copies
to:

Dean of
University Libraries

Exhibit Release Form:

Sponsor:

Name of Exhibit:

Approved Dates of Exhibit

RELEASE

I have read the Exhibit Checklist and understand that I am responsible for making all arrangements listed within and following all IU special events guidelines. If Proper arrangements for event have not been made within 6 weeks of the event date, I understand that the event will be cancelled.

Library Exhibit/Programs Checklist

Note: Angela Huff (adhuff@iusb.edu) must be copied on all exhibit/programming arrangement e-mails (contract, catering, AV/filming, work orders, etc.) Exhibit arrangements and all necessary IU paperwork must be completed 6 weeks before the event date. If these details have not been arranged 6 weeks before the event date, the use of the Library space will be cancelled. Please review university Special Events Manual for more information on planning a campus event: <https://www.iusb.edu/special-events/specialeventsmanual2013-2014>

1. Contract: For exhibits & if you are paying or otherwise compensating a speaker, you must go through IU purchasing to ensure proper IU procedures are being followed. Contact Deb Richards (drichard@iusb.edu/520-4580) & copy Angela Huff _____ (done)
2. Room set-up (includes chairs and podium)/AV/Internet/Filming/catering: All of these requests must be done through Maureen Muldoon, Special Events Coordinator. The Library does not make these requests for you. To get started, e-mail mmuldoon@iusb.edu & copy Angela Huff _____ (done)
3. If you are expecting members of the community to attend your event, please contact parking services to request that they are not ticketed. Contact Helene Cooper (hcooper@iusb.edu) & copy Angela Huff _____ (done)
4. Marketing. If you would like information about your event posted on the Library web site & blog, please send your write up and any available promotional materials to Julie Elliott at jmfelli@iusb.edu. If you wish to request posters & fliers for your event: please contact the Office of Communication & Marketing (if you are not within the Library) or Julie Elliott (if you are Library Faculty or Staff) at least 6 weeks prior to your event. _____ (done)

THIS SECTION FOR LIBRARY USE ONLY

Date

Signature of Library Contact

PRINT NAME

Signed form is retained in the approving department's files

Attach additional sheets if necessary.