

EXHIBITS, DISPLAYS, AND NOTICES

GUIDELINES FOR EXHIBITS AND DISPLAYS

University of North Carolina Wilmington
William Madison Randall Library
Wilmington, North Carolina

Who May Hold an Exhibit or Display?

Only those persons, groups and organizations affiliated with UNCW may have exhibits in Randall Library. Faculty and staff members, departments, groups and organizations are welcome to request to have displays that are class, research, campus life or curriculum related.

Please note that all requests must be approved by the Exhibits and Displays Committee of Randall Library.

Schedule

Our exhibits calendar is arranged one year in advance. The Exhibits Committee requires that your request for exhibit space be received 6 months in advance of the approximate date you hope to install your display.

Installation and dismantling dates must be adhered to.

Exhibit Spaces

The Exhibits Committee is responsible for overseeing three display venues: the glass cases near the front door and the portable display walls.

Your display will be assigned to one of these locations, based on availability. Please work completely within the space provided.

Exhibitors' Responsibilities

Work with the Randall Library Exhibits and Displays Committee to design and plan the exhibit.

Publicize the exhibit (e.g. by sending press releases, contacting the Campus Communiqué, and/or contacting Mimi Cunningham, [962-3171], etc.). Contact information must be provided to allow any questions that arise to be directed to the proper person.

Install and dismantle the exhibit.

The Committee can answer any questions you may have and make suggestions to improve the quality of the display.

Create a professional quality sign for the exhibit that states the sponsor's name (the Committee can make some recommendations).

Clean the glass cases once exhibit is dismantled.

Locating and relocate any fixtures and equipment that you may need to supplement your exhibit (tables, carts, etc.).

Any supplemental fixtures and equipment must be approved beforehand by the exhibits committee.

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Accessories available from Randall Library upon request

Fabric (limited number of colors) Bookstands

Poster frames Easels

Do's and Don'ts

In order to offer a more polished appearance, the Exhibits Committee strongly suggests that you keep in mind the following "do's and don'ts" when planning your exhibit.

DO

- Use both glass cases if you are assigned them.
- Have a professional sign created
- Ask for assistance from the Committee if you need help or have questions

DON'T

- Use tape to secure items in the case
- Use any materials to that are not easy to remove to secure items in the cases
- Create signs with construction paper and magic markers

The display materials and Velcro walls are only available for use within the library.

We support exhibits and invite you to submit an application for a display. We will work with you within these guidelines to help you create a quality display.

Ferris State University

Ferris Library

Big Rapids, Michigan

Display Space Policies and Guidelines

FLITE has display spaces throughout the building that are available for the display of materials of interest to the Ferris State University community.

Displays should reflect educational, intellectual, social, artistic, or cultural subjects. If possible, library materials should be included as part of each display.

Generally, a display duration will be one month for 1st floor cases and two months for all others.

Displays **MUST** be set up no later than two days after the start date, and must be removed by the last day of the reserved time. If a display is not set up within two days of start date the reservation may be forfeited at the discretion of the Display Team.

Displays not removed on time will be removed by the Display Team and stored for one month. If the removed display materials are not picked up within one month, they will be disposed of at the discretion of the Display Team.

No organization may set up a display more than twice a year, and displays must be at least six months apart.

To ensure enough time for review, planning, and set-up, display spaces should be reserved at least 30 days in advance. Due to high demand, it is advised that 1st floor displays be reserved at least 90 days in advance.

The approval for displays will be at the sole discretion of the Library Display Team. Displays proposed by the staff of FLITE or from University-affiliated groups or individuals will receive preference over external groups.

The Display Team will assign display cases in consultation with the organization/individual requesting the display.

Stands and other display items such as rods, drapes, etc. are available from the Display Team, and will be provided upon request.

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The identification of the sponsor/provider/creator of a display must be clearly indicated within the display, along with the date of set-up and date to be removed.

Neither the Display Team nor the Library will be held responsible for the loss of, or damage to, materials on display.

The group or individual setting up and dismantling the display will be held responsible for damage caused to the display space(s), shelving units, light bulbs, or other items used to support the display if they caused the damage.

Public areas in FLITE (other than display cases) where displays might be set up must be discussed in detail with the Display Team.

Display Space Reservation Request forms are available online as well as at the Check-Out Desk on the 1st floor of FLITE.

Non-compliance

The Library reserves the right to refuse or to remove any display that does not comply with the policies and guidelines herein presented.

Failure to comply with the FLITE Display Space Policies and Guidelines may cause your organization to be banned from displaying within FLITE for one full year following the date of non-compliance.

Prohibited Uses and Practices

Library display facilities may not be used to promote or advertise, whether directly or indirectly, a commercial product or service; urge support or opposition to any political candidate or issue; or urge support of or opposition to any religion or religious belief.

Material that is obscene, defamatory, invades a particular person's privacy, or directly incites violence will not be posted or displayed.

Prices may not be affixed to any material on display, although an exhibitor's name, address and telephone number may be posted.

Material and equipment that, in the opinion of the Display Team, are potentially dangerous to FLITE users, staff, or property will not be presented in displays.

Banners are not allowed to be hung from the exterior walls and balconies of FLITE. Banners may not be displayed in the interior of FLITE unless expressly approved by the Dean of the Library.

Solicitations

Displays announcing or promoting fundraising programs or activities sponsored by not-for-profit, non-commercial organizations will be permitted, provided the requirements stipulated in this policy statement are met.

People may not solicit money or donations in FLITE, nor may any receptacle be placed in FLITE for the purpose of soliciting donations.

Sponsorship or Endorsement

Use of FLITE display space by an organization or individual does not constitute Library sponsorship or endorsement of that organization, individual, or the viewpoints or activities they are promoting. Statements that either directly or indirectly imply otherwise will not be permitted.

Appeal Process

Decisions by the Display Team to refuse or to remove a display may be appealed. Such an appeal must be made in writing to the Dean of the Library no more than 10 days after formal notification of the Display Team's decision is delivered.

After the written appeal is received, the Dean will appoint a committee of Library staff members to review the matter.

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The committee will make its recommendations to the Dean within 10 days, and the Dean will make a final determination about the appeal.

Questions not directly answered by these policies/guidelines may be forwarded to [staff member].

SPECIAL GUIDELINES FOR STUDENT ARTWORK

Marlboro College
Rice–Aron Library
Marlboro, Vermont

Displaying Student Artwork

- Interested artists must submit a completed application (attached) to the Library Director.
- The Marlboro College Art Committee and the Library Director may refuse a display if the work is not acceptable for presentation and installation.
- Approved shows will be displayed on a first-come, first-served basis.
- The artist is responsible for installing and taking down the display.
- All artwork not removed by the designated date will be disposed of and the student will be billed
- \$100 for staff time and trash removal costs.
- Each display will last approximately one month.
- The artist must accept all responsibility for theft or damage.
- Holes may NOT be made in walls.
- Art must be attached to walls with materials that do not leave a residue or peel the paint.

Application Form

Name: _____ Date: _____

E-mail: _____ Phone: _____

Location in library for show: _____

Total number of 2-D items: _____

of items—matted only: _____

of items—framed: _____

Total number of 3-D items: _____

of items on stands: _____ Stands must be provided by the artist.

Approximate dimensions of each: # of items on floor: _____

Approximate dimensions of each: _____

SPECIAL GUIDELINES FOR DISPLAY CASES

Indiana University South Bend
Franklin D. Schurz Library
South Bend, Indiana

Display Case Policy Search Schurz Library:

The Schurz Library makes display cases and display areas available for exhibit of materials which support the university's mission, programs and services. Of special interest are exhibits which promote the library's collection, services and programs.

Displays and exhibits should :

- contribute positively to the library's environment
- highlight, when possible, the collections of the library

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- publicize resources and services of the university
- enrich the life of the university and the community it serves or
- provide a means of strengthening ties between the library, university and the community.

Materials accepted for display in the library display cases or display area should satisfy the following criteria:

- relate to the mission of the library and/or the university
- be sponsored by the library or by a university faculty member, staff member or administrator
- promote the materials, services and functions of the library (or the functions and services of the university).

Procedures

Permission for use of the display case or area must be obtained from the Office of the Director of Library Services at least two months in advance of the proposed date of the exhibit. Requests must be submitted in writing and contain the following information: sponsoring person or group, a brief description of the proposed display, requested dates, number of display cases and/or area requested. The library reserves the right to deny requests for displays that do not meet the above criteria.

Responsibility for the installation and removal of displays rests with the individual or group.

NOTE: Materials on display have the same security as the library collection, however, there are no special security features for display areas outside of the first floor locked display cases.

Phoenix College
Phoenix College Library
Phoenix, Arizona

The Phoenix College Library provides space for exhibits or displays using any combination of the following selection criteria:

The display. . .

- 1) Promotes the library and its collection
- 2) Meets the curricular needs of Phoenix College
- 3) Contributes to ongoing campus events
- 4) Provides information about an individual, group, or theme that would be of interest to the local community

Other factors considered include the availability of space and library staff to facilitate the work involved in the setting up and taking down of the exhibit.

The Phoenix College Library is an institution which supports the free expression of diverse points of view and will not exclude works based on the "origin, background, or views of those contributing to the work." Furthermore, "materials should not be proscribed or removed because of partisan or doctrinal disapproval" (Articles I & II of the American Library Association's Library Bill of Rights (www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm)).

ACCEPTABLE CONTENT AND PLACEMENT FOR POSTED NOTICES

Duke University
Duke University Libraries
Durham, North Carolina

Posting Notices in Perkins Library

Posting of non-library notices (including posters, notes, announcements, flyers, advertisements, signs, handbills, cards, etc.) in the public areas of the library, with the exception of the designated bulletin boards, is prohibited. Public areas include study rooms, lobbies, seminar rooms, doors, elevators, hallways, windows,

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restrooms, stairwells, book stacks and the public building entrances. Notices posted in these areas will be removed.

The library provides two areas for the posting of notices:

- Two bulletin boards in the elevator/stairwell area on the first floor, near the Circulation Desk
- A large bulletin board in the first floor hallway of the old building, outside the Deryl Hart Room.

Priority for space on the bulletin boards is given to the university community. Out-dated and duplicated notices will be removed.

This policy is intended to:

Maintain the library as an attractive and uncluttered environment.

Increase the effectiveness of notices and signs posted by library staff, which are intended assist and inform those who use our resources.