

## Policies and Procedures

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 University of Connecticut | Thomas J. Dodd Research Center

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## Mission

The Thomas J. Dodd Research Center supports the University of Connecticut's mission of teaching, research and service. It acquires, preserves and makes accessible specialized research collections for students, faculty, staff, scholars and the general public and supports the development and promotion of public program, exhibitions, conferences and similar events to enhance the University's teaching and research activities.

The Thomas J. Dodd Research Center is designed to support a number of critical and inter-related needs:

- To provide a technologically advanced, climate-controlled environment for storing and preserving the unique and irreplaceable research archives and special collections of the University Libraries
- To create a physically secure but comfortable locale in which students, faculty, visiting scholars, and the public can enjoy access to the collections
- To provide a venue for exhibiting materials from the collections under conditions that promote their value and usefulness for research while protecting them from deterioration
- To house two academic centers whose activities complement those of the University libraries, and
- To offer a welcoming public space, where a well-equipped conference center serves as a forum in which the educational experience of students, faculty, and the public may be enriched.

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This page is maintained by [B. Pittman](#)

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## **Exhibit Committee Policy**

### **Program Purpose**

The purpose of the Exhibits Program is to present the library and the university to all segments of the academic community and to the public at large in the most positive manner possible to encourage their political, financial and moral support for the university and the library.

### **Program Goals**

The Exhibits Program is managed and implemented by the Exhibits Committee, which reports to the Libraries' Leadership Council. The Committee selects and presents exhibits that serve one or more of the following goals:

- Promotion of the role of the library, its collections, resources and services central to the research and teaching programs of the university.
- Development of opportunities to cooperate with liaison librarians, library friends, donors, university departments, programs, faculty and students; and with regional artists, scholars, and cultural agencies in the sponsoring of exhibits and related events.
- Enrichment of the intellectual and cultural life of the university community.
- Promotion of the library and the university as cultural resources for the citizens of Connecticut.
- Visual enhancement of the library spaces.

### **Exhibit Spaces**

These guidelines apply to formal exhibit spaces in the Homer D. Babbidge Library and the Thomas J. Dodd Research Center as follows:

- Babbidge Library, Gallery on the Plaza
- Babbidge Library, Norman D. Stevens Gallery
- Dodd Center, Gallery
- Dodd Center, West Corridor

### **Eligible Exhibitors**

The Exhibits Committee may grant permission to present an exhibit to:

- The University Community: Individual staff, faculty, or students, departments, program, or other group affiliated with the University.
- Others: Individuals, organizations, groups or societies having as their primary objective a philanthropic, charitable, educational, scientific, artistic, professional or sporting character or other purposes and objectives beneficial to the community.

### **Exhibit Content**

The Exhibits Committee aims to present exhibits that are of broad, general appeal, designed for the interest of and viewing by the university community and the public generally, rather than of a purely scholarly or narrow academic nature.

Suggested subject areas for exhibits include historical, cultural, scientific, artistic, recreational, athletic, educational, and social or community related topics.

Because the university and the library are concerned with academic freedom and the free expression of

opinion, the library will not exercise any censorship of exhibit materials; images, labels, catalogs, or promotional literature which do not offend the guidelines as expressed below.

The Exhibits Committee views the library as a focus for the presentation of ideas, some of which may be controversial, even offensive to segments of the viewing population. Materials that may arouse controversy because of their political, religious or sexual views will be considered and may be judged acceptable if presented appropriately. If the committee approves an exhibit that is strongly partisan, it will give serious consideration to the presentation of other points of view should these be offered for exhibit.

Materials that are judged by the committee to be defamatory, willfully false, obscene, blasphemous, inciting to racial hatred, or discriminatory within official university guidelines, will be excluded.

The library and the Exhibits Committee subscribes to the American Library Association's interpretation of the Library Bill of Rights as it applies to exhibits, 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 proposals to be judged according to the policies established by the library.

#### **Complaint Procedure**

Once materials in an exhibit have been judged by the committee to meet its guidelines for presentation and the exhibit has been mounted, the exhibit in whole or in part will not be removed in response to any complaint about its content. Objections to the content of an exhibit will, however, be addressed formally as follows:

- Complaints will be referred to the chair the Exhibits Committee.
- An opportunity to discuss the complaint in person, with the chair or with members of the Exhibits Committee will be provided if the complainant so desires.
- Similarly, an opportunity to submit a written complaint will be offered.
- In either case, the chair of the Exhibits Committee will assemble at least half of the committee to discuss the complaint and to formulate a response.
- A written response will be provided to the complainant with a copy to the director of library services
- If the complainant remains unsatisfied, the director of library services may take further action as he or she sees fit, short of asking the Exhibits Committee to alter the offending exhibit.

The full text of the ALA statement is at: <http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

The screenshot displays the Cornell University Library website. The header includes the Cornell University logo and navigation links: Home, Research Services, Collections, Programs, News, About Us, and Search the RMC Website. A search bar is located in the top right corner. The main content area is titled "Mission Statement and Collecting Policy" and is divided into several sections:

- Cornell University Library, Division of Rare & Manuscript Collections**
- Mission**: Cornell University Library's Division of Rare and Manuscript Collections (RMC) holds scarce and irreplaceable historical artifacts in trust for the benefit of Cornell University, the public and for the international scholarly community. Its collections include more than 430,000 rare books, more than 70 million manuscripts, and another million photographs, paintings, prints, artifacts, audio visual and electronic media. RMC shares in Cornell University Library's mission to enrich the intellectual life of Cornell by fostering information discovery and intellectual growth, and partnering in the development and dissemination of new knowledge.
- Programs Supported by the Division of Rare and Manuscript Collections**
  - I. Collecting**
  - II. Acquisitions, Cataloging, & Technical Processing**
  - III. Preservation and Security**
  - IV. Research Access**
  - V. Teaching and Public Programs**
  - VI. Exhibitions**
  - VII. Ongoing Review of Policies**

**I. Collecting**

RMC acquires rare books, manuscripts, archives, artifacts, media, and other materials in all formats to serve the research and teaching needs of Cornell University's faculty and students, and members of the public. Collections are built by RMC's subject curators with attention to all formats, with a greatest emphasis placed on unique or scarce materials of enduring historical and cultural value. Materials are acquired through donation and purchase. Purchases are financed by income from endowments and by donations. RMC seeks the support of donors, and gifts of materials and funds are essential to maintaining and developing our collections.

**IV. Research Access**

RMC's materials are made available in the Carl A. Kroch Library to all researchers on equal terms. Researchers include faculty, staff, graduate students, and undergraduate students from Cornell and other institutions; independent scholars; and the general public. Individuals under age sixteen may use selected materials in the RMC Reading Room when accompanied by a parent or guardian.

All researchers must produce photo identification (such as University I.D. card, driver's license or passport) and must fill out or have on file a current reader registration form.

Requests to view materials are subject to appropriate care and handling and donor requirements. Some materials require an advance appointment, and all researchers visiting Cornell from out-of-town are urged to contact [reference services](#) in advance.

RMC may be unable to fulfill some off-campus reference or reproduction requests during periods when demand for service exceeds available resources. In such instances, Cornell University's community will receive priority service. Research fees for off-site users may apply.

RMC will consider requests to digitize, photocopy, or lend materials needed by other institutions or individuals, subject to specific limitations imposed by available resources, the terms of acquisition, and subject to RMC's [reproduction](#), conservation, Interlibrary loan, and security policies. More information is available on our [research services page](#).

**V. Teaching and Public Programs**

RMC promotes the use and visibility of its collections through instruction and outreach programs. These programs include: regular semester and summer classes, public lectures, class presentations, exhibitions, tours, Web sites, on-site and electronic reference services, print publications, and communication of significant acquisitions to the University and relevant scholarly communities.

**VI. Exhibitions**

Materials from RMC's collections are regularly featured in exhibitions installed in the Library's exhibition galleries. Most exhibitions are also accessible [online](#). RMC will evaluate requests to loan materials for exhibition at other institutions when the policies and facilities of those institutions meet accepted national exhibition loan standards, and when available resources allow. RMC also borrows materials for exhibition from other institutional and private collections as appropriate.



Statement on curricular use of Special Collections  
From “Descriptive Catalog of Special Collections”  
Georgetown Special Collections Research Center  
John Buchtel, 2010

The Special Collections Research Center places great emphasis on assuring that the materials in our care are used—carefully, and under controlled conditions—but nonetheless used. The department puts on seven major exhibitions and several smaller displays each year, often in conjunction with intellectually and culturally stimulating events ranging from lectures, printmaking demonstrations, and music performances, to university-wide symposia. Some of these exhibitions grow out of undergraduate classes, and some of them innovatively offer undergraduates the opportunity to serve as curators. Indeed, Special Collections is now a hub of activity not only for advanced scholars, but also for students. This is a far cry from the 1830s, when student societies formed their own book collections since students were not admitted to the main library! Today, it is not unusual to see members of the Philodemic Society in the Special Collections reading room studying the early records of their society.

Special Collections has become a kind of primary source research laboratory for students of the historical aspects of almost every discipline in the humanities. Georgetown faculty increasingly make use of rare books, manuscripts, fine prints, and archival records as an integral component of their students’ educational experience. These tailored classroom encounters provide students with a tangible experience of history while emphasizing the artifactuality of the materials to which the students are exposed. A growing number of undergraduate researchers each semester learn and practice the skills and techniques of advanced archival research in the department’s reading room. They learn to interpret not only the text, but also the bibliographical features of books—a kind of bookish forensic archeology. When viewing fine prints, students learn not only to appreciate their visual treatment of subject matter and the artistry of their composition, but also the techniques by which they were created and the characteristics that come across only when seeing an original print in person. When working with original documents, students are not only exposed to the ideas they contain, but they also develop paleographical and other analytical tools, and they come face to face with the excitement of the discoveries still waiting in the vast barely touched troves of archival history. Looking ahead to the future, as other aspects of the library grow increasingly virtual, we expect the original resources conserved and made available in Special Collections only to increase in usefulness and significance.

University of Missouri-Columbia Libraries

General Policy Manual Policy # 33

**ELLIS LIBRARY EXHIBITS**

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2.0 General

3.0 Administration of Exhibits

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1.0 SCOPE

This policy establishes guidelines for exhibits in the first and second floor exhibit cases in Ellis Library.

2.0 GENERAL

2.1 The objective of library exhibits is to publicize the richness and diversity of the Libraries' collection, and to provide information about and promote interest in achievements and activities of the University community.

2.2 Exhibits should be carefully conceived and should support the scholarly, historic, social and cultural concerns of the University.

2.3 Exhibits may be enhanced by borrowing items and artifacts to supplement library materials; however, the library assumes no responsibility for loss or damage. The Director of Libraries may elect to purchase temporary museum insurance coverage on special occasions.

2.4 No event may be scheduled in connection with an exhibition without prior approval of the Director of Libraries.

3.0 ADMINISTRATION OF EXHIBITS

3.1 The Director of Libraries shall appoint an exhibits committee to implement the exhibits policy, to supervise the planning and preparation of exhibits and to maintain a master calendar of exhibitions.

3.2 The committee or its members may plan and execute exhibits. They shall also serve in an advisory/supervisory role for other exhibitors. A committee member will be designated as liaison between the library and each exhibitor.

3.3 Requests for exhibit space shall be submitted to the chair of the Exhibits Committee. However, the committee is not obligated to accept ideas or materials for exhibit.

3.3.1 Exhibits originating from within the Libraries have first priority. Exhibits of merit from other groups may be accepted as space is available.

3.3.2 A tie-in to the Libraries is recommended for all exhibits, for example, including appropriate books from the Libraries' collection, or displaying a bibliography for further information. The Libraries Exhibits Committee is responsible for the check out of library material to be used in a display. Items are subject to being recalled if requested by a patron.

3.3.3 Exhibits should not advocate the personal point of view of the exhibitor. Topics for exhibits may include controversial issues only if such issues are presented from a neutral or non-partisan point of view.

3.3.4 Exhibits should not promote the financial profit of any individual or organization.

3.4 The duration of each exhibit will be 4 - 8 weeks unless special arrangements have previously been made.

3.5 The Exhibits Committee reserves the right to review each exhibit and to require necessary changes in keeping with this policy as well as to modify schedules for durations of exhibits, if necessary.

3.6 Non-library exhibitors must furnish all display supplies except bookends. A limited number of book stands may be made available to exhibitors.

3.7 Preservationally sound methods of displaying library material should be utilized.

3.7.1 Irreplaceable materials should be exhibited with care.

3.7.2 When open books are exhibited, their pages should be turned frequently, if appropriate.

3.7.3 All lighting for exhibit cases should be free of ultraviolet rays.

3.7.4 Light levels should be kept low as possible.

3.7.5 Temperature and humidity will be regularly monitored.

3.7.6 Books should be displayed carefully so that the bookblocks are supported and spines do not crack when they are lying down.

4.0 COMPLAINTS ABOUT EXHIBITS

4.1 Should a formal complaint be lodged concerning the contents of a library exhibit, the Exhibits Committee will meet to discuss it and make a recommendation to the Director of Libraries, who will make a decision.

4.2 The committee will make its recommendation(s) within two weeks.

4.3 Materials in the exhibit under investigation will remain on display pending recommendation(s) of the committee and the Director's decision.

Submitted to Library Council: January 29, 1988

Approved by Library Council: February 24, 1988

**Final Report of EPPG Task Group One  
Calendars, Scheduling, and Promotion  
Submitted February 3, 2009**

**Programming**

Library Programming is typically planned and carried out by the Special Collections (North Carolina Collection, Rare Book Collection, Southern Historical Collection, Southern Folklife Collection, University Archives and Records Service) of Wilson Library, on occasion by the Friends of the Library, and at times by other University Library Departments. The Library Development Office, through Friends of the Library, and the Library Communications Office may offer support and assistance in conceptualizing, planning, carrying out, and publicizing events.

In an effort to make the process of scheduling, promoting, and holding lectures, exhibitions, programs, etc. more transparent, Task Group One makes the following recommendations based on the needs of each constituency—collections, Library Development, and Communications.

**Planning**

The programming and publicity process is most effective when events are planned well in advance and when all parties involved are informed of developments and/or changes to plans.

As events are planned this information should be submitted to Liza Terll for entry on a master calendar. This master calendar, including all scheduled library events, public and internal, will allow planners to scan for available dates. Having entries made by one individual will allow for consistency, completeness and quality control.

Actions Taken:

1) At least two meetings will be held each year for the development of the University Library calendar. A meeting to set the fall calendar will be held no later than June 30; a meeting to set the spring events calendar will be held no later than October 31.

For each meeting parties prepare documents to share including:

- Title (of event, talk, exhibit)
- Speaker(s)
- Sponsoring Collection
- Dates/times
- Location(s) (to be reserved by host department)
- Any Co-Sponsor(s)
- Cost (Library events are free, but a co-sponsored event may not be)
- Brief description (about 1 paragraph)

This information will be used for the FOL calendar and for scheduling purposes by the Library Communications. FOL and Communications staff will be in touch with you regarding clarifications, event planning, and a publicity plan. Communications will seek opportunities to publicize events through various media outlets—be aware that some print publications have deadlines as much as several months in advance.



2) For event planning information the following private listserv has been established.  
[libevents@listserv.unc.edu](mailto:libevents@listserv.unc.edu).

The following individuals are currently subscribed to the list:

*Bob Anthony, Amy Baldwin, Libby Chenault, Leah Dunn, Michele Fletcher, Tanya Fortner, Biff Hollingsworth, Linda Jacobson, Janis Holder, Eileen Lewis, Winifred Fordham Metz, Peggy Myers, Judy Panitch (list manager), Sarah Poteete, Rich Szary, Liza Terll, Tim West, Steve Weiss, Communications students.*

Judy Panitch manages the list; send addition/removal requests to her attention.

As plans develop (e.g., about speakers or titles are verified) or change (e.g., date or venue), please share updated information with the planning group and particularly with FOL (Liza); Communications (Judy AND Tanya). Use of the **libevents listserv** will ensure consistent and timely updates for all involved with library programming.

Suggested Action:

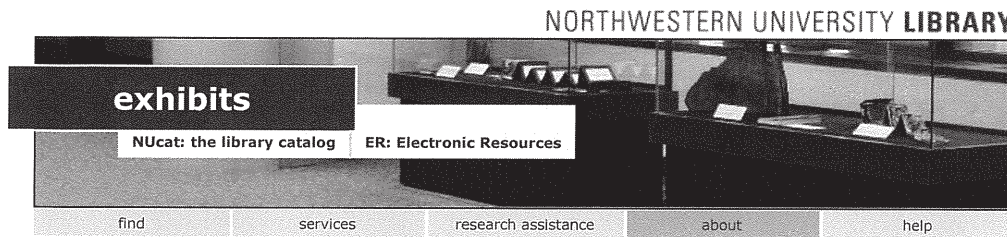
Bimonthly meeting to be convened by Library Communications to exchange ideas, plan programs, and clarify details. These meetings would include Wilson Library Special Collections staff and other University Library staff involved in events, Library Communications, and Library Development/FOL Staff.

#### **Information for Collections**

**Other Types of Programs.** The Special Collections regularly schedule programming for special interest groups, academic and scholarly groups, alumni, etc. Even when these programs are not FOL events, or are co-sponsored by non-library groups, it is helpful to include them in the planning group's working calendar. Library Communications may assist the collections in publicizing the events or bringing the event to the attention of the media. Examples of such programming might include "treasure tours," colloquia, conferences, etc.

**Scheduling.** Concurrent with the group communication outlined above, it is also important that event planners check various campus calendars prior to finalizing dates for programming. For events where the University Librarian should be involved it is imperative that the planner confirm her availability before the final event is scheduled.

**Venues.** University Library programs are held in various venues within the library and across campus. Programs in Wilson Library are typically scheduled in the Pleasants Family Assembly Room (contact Eileen Lewis) or in the collection areas of the building (contact NCC, RBC, or SHC).



## Mission and Objectives

### Current Exhibits

- Main Space
- Other Spaces
- Online Exhibits

### Coming Exhibits

- All Spaces

### Past Exhibits

- Alphabetical Index
- Chronological Index

### Resource Links

- Digital Library Collections
- Mary and Leigh Block  
Museum of Art
- Dittmar Gallery
- New Materials in Northwestern  
University Libraries

### About

- Mission and Objectives
- Information for Exhibitors
- Policies and Procedures
- Hours and Locations
- Committee Members

Exhibits Committee  
Northwestern University Library  
1970 Campus Drive  
Evanston, IL 60208-2300

[exhibits@northwestern.edu](mailto:exhibits@northwestern.edu)

Last updated: March 10, 2009

### MISSION

Northwestern University Library Exhibits promote the educational mission of the University Library, reflecting the intellectual quality of its collections and the Library's role as a center for learning.

### OBJECTIVES

Exhibits at Northwestern University Library promote the educational and research mission of the University by:

- drawing attention to Northwestern University Library collections and services in creative, attractive, and thought-provoking ways
- making connections between Northwestern University Library resources in all formats and the University's research and teaching agendas
- highlighting specific Northwestern University Library resources relevant to notable historical topics, anniversaries, and current events
- promoting interdisciplinary approaches to research and teaching
- encouraging cooperation between library units, departments, and specific collections--and between the library and departments and schools on campus
- provoking thought and stimulating intellectual curiosity

From time to time, the Library hosts exhibits created by organizations outside the Library or Northwestern. In all such instances, however, the connection with Northwestern University Library resources must be implicitly clear--or made explicit. The Library does not host exhibits with the sole or principal purpose of promoting agendas of organizations outside the Library, or to advocate for specific political, philosophical, or religious viewpoints.

## OSU Libraries Exhibits: Policies and Procedures

### Statement of Purpose

The principal purpose of exhibitions held in the Ohio State University Libraries is to promote the collections and services of the Libraries and closely related organizations by bringing them to the attention of the University community and visitors. All exhibitions will focus on topics consistent with the overall scholarly and cultural concerns of the University and should, as a rule, be drawn from the collections of the Libraries, supplemented as appropriate with materials from other sources. Exhibits shall not be used to promote personal, commercial or organizational positions, nor unbalanced political, social or religious viewpoints. Though topics subject to controversy may and should be presented, they must be handled in an objective manner.

To achieve this goal, the Director of Libraries established the Libraries Exhibits Committee as a standing administrative committee with *ex officio* members representing special collections (including the Medical Heritage Center), preservation, and Libraries development. This committee is charged with primary responsibility for scheduling and coordinating library exhibits in the Thompson Library gallery and for loans of OSU Libraries materials for exhibition elsewhere.

The Exhibits Committee shall meet as needed. A quorum shall be two-thirds of the members. The chair shall be chosen from the committee's membership on a rotating basis. Minutes shall be taken by members in rotation and submitted to the Chair who will distribute copies to the membership and the Libraries' Executive Committee within one month of the meeting.

### Selection of Topics and Scheduling of Exhibits

For small exhibits in locations other than the Library, the Exhibits Committee serves as a resource group. Primary responsibility for these displays lies with the respective unit heads. The Committee welcomes inquiries from these people concerning both the selection of topics for exhibitions and the technical problems of exhibit installation. The primary programming function of the Exhibits Committee is the exhibit gallery in Thompson Library.

The scheduling of exhibitions in the exhibit gallery is the responsibility of the Libraries Exhibits Committee, which will endeavor to maintain a series of varied shows to reflect the richness and diversity of the collections. Suggestions for topics are welcome from any source. Proposals, stating the theme and outlining the proposed content, should in most cases be received at least three years before the date intended. As a general rule, the same topic will not be repeated within a four year period.

Exhibitions will normally be curated by a member of the Libraries faculty or staff working with the Committee. In every case, the Committee will work in consultation with the curator. When an exhibition is proposed, the curator shall submit to this Committee a written proposal describing its purpose and the materials to be shown. Preferred dates for the exhibit should be indicated. This request will then be considered by the Exhibits Committee for approval. As indicated above, a three-year lead time should normally be allowed.

At least three exhibits per year will normally be scheduled, depending on the nature of the exhibit and the demands of the schedule. Under most circumstances materials should not be continuously exhibited for more than sixteen weeks.

### Library Liability for Materials Borrowed for Exhibit in OSUL

The University insurance policy has a \$5,000 deductible for borrowed exhibited materials. Of this, losses of from \$1,000 to \$5,000 are covered by the University Budget Office. Losses under \$1,000 are the responsibility of the OSU Libraries. Itemized inventories of items to be borrowed for exhibition with valuations should be sent to Associate University Treasurer, 364 W. Lane Ave., at least six weeks

prior to the exhibit's opening to assure that the necessary rider is in place. The Libraries is not charged for this coverage.

#### **Loan Policy**

In general, OSUL special collections materials will be made available for loan to other institutions for the purpose of exhibition provided that such a loan would not represent an unacceptable risk, would not impede research in the OSUL nor interfere with proposed library projects. No loans will be made to individuals. Items must be in good physical condition for a loan to be arranged. Fragile materials may not be borrowed. Under most circumstances, materials borrowed from OSUL should not be exhibited continuously for more than sixteen weeks.

Specific details for lending OSUL materials are included in the Loan Agreement form (Appendix 1). When materials are requested from a particular OSU collection, the collection custodian must consult with the Exhibits Committee and have its concurrence with the loan arrangements. Proposed exhibits and loans are reported to the Executive Committee via the minutes of committee meetings. The Exhibits Committee may recommend that the Director of Libraries impose specific restrictions as the conditions of individual cases require. All institutions borrowing materials from OSUL will be required to follow guidelines detailed on the loan agreement.

As stated previously, **all loans of OSU Libraries materials for exhibition must have the approval of both the appropriate bibliographer or unit head and the Exhibits Committee. A photocopy of the completed loan agreement must be on file with the Committee chair prior to the exhibition's opening.** Arrangements concerning all loans of OSUL materials must be completed at least six weeks prior to the loan date except under special circumstances approved by the appropriate unit head.

Appendix 2 provides an example of a condition report that must be completed for each object that is lent to another institution for exhibition.

#### **Publicity**

Publicity for all OSUL exhibits shall be coordinated through the Chair of the Exhibits Committee and the Libraries communications officer. All exhibits will be publicized in the appropriate OSUL publications, the campus online calendar and the *On Campus* calendar, as well as appropriate off-campus media.

#### **Digital Exhibitions**

Digital exhibitions are virtual versions of exhibitions prepared by OSUL faculty and staff. To assure uniformity of design and appearance, the Exhibits Committee must approve all virtual exhibits linked from the OSUL digital exhibitions site. Digital exhibitions must meet all standards stated in University Libraries' exhibit policies and procedures, including having a partner from the Exhibits Committee work with the digital exhibit's curator. The primary contact for technical aspects of digital exhibits is the Exhibit Committee member designated as Web exhibition coordinator. This person will act as the liaison between the committee, Digital Initiatives Steering Committee, and the IT staff member(s) providing support for digital exhibitions.

Virtual exhibitions are intended to capture the experience of the physical exhibit as fully as possible. Images included in digital exhibits are not intended to be preservation images. The Exhibits Committee will advise curators about possible outside consultants approved to design their exhibit for the Web. The intent of digital exhibitions is to depict the objects with appropriate didactic narrative. All digital exhibits will be reviewed by the Exhibits Committee for content, arrangement, and presentation before they are made public.

All OSUL digital exhibits are accessed via links from a page that includes the following statement of purpose: *The principal purpose of exhibitions held in the Ohio State University Libraries is*

*to promote the collections and services of the Libraries and closely related organizations by bringing them to the attention of the University community and visitors. All focus on topics consistent with the overall scholarly and cultural concerns of the University and are, as a rule, drawn from the collections of the Libraries, supplemented as appropriate with materials from other sources. No exhibit may be linked from this page without the approval of the Exhibits Committee.*

All OSUL digital exhibitions will conform to the general digital exhibit template provided by the Exhibits Committee. Design of virtual exhibitions should be crisp and straightforward. General introductory text will open the virtual exhibition, followed by digitized versions of the physical objects complemented by specific label text.<sup>1</sup> The required components for all OSUL digital exhibits are listed in Appendix 3.

All objects for digital exhibitions should be digitized at the appropriate resolution to provide a reference/preservation copy prior to the installation of the physical exhibition, if applicable. Digitizing will be arranged by the exhibition curator.

All costs associated with digital exhibits will be covered by the Exhibits Committee budget. DISC can advise the curators of digital exhibits on matters related to economic and technical issues.

OSUL digital exhibitions must use standard software and meet current Web standards. Display of all images may not exceed 75dpi in order to protect them from downloading. All copyrighted materials must have a watermark stating that they may be protected by copyright.

Links to OSUL digital exhibits will be made from the OSUL home page to an opening page that explains the mission of exhibitions at OSUL and provides links to the various exhibits featured. External links are discouraged. Metadata for each exhibition must be provided by the exhibit curator to SCCAT in order for a catalog record on OSCAR to be created.

All OSUL digital exhibitions must include the following statement prominently:

The Ohio State University Libraries / Conditions of Use

The materials on this Website have been made available for use in research, teaching and private study. For these purposes, you may reproduce (print, make photocopies, or download) materials from this site without further permission on the condition that you provide the following attribution of the source on all copies: xxxxurl For any other use, please contact [e-mail or phone number]. All terms of use specified at <http://library.osu.edu/sites/dlib/terms.html> must be observed.

Approved by OSU Libraries Executive Committee 9/87. Revised 9/90. Revisions approved 8/91. Revised 11/95. Revisions approved 12/95. Editorial revisions made 1/01, incorporating the 1/15/99 addendum. Editorial revisions 08/02. Revisions approved 9/04. Rev. 9/05, 6/06.

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<sup>1</sup> The digital exhibitions mounted by the Library of Congress provided the model upon which the template for OSUL exhibitions is based. See <http://www.loc.gov/exhibits/>

## Library Policies: Exhibits

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July 14, 2009

### 1.0 Purpose

The Oklahoma State University Libraries hold exhibit cases and other suitable areas available for display of materials that support Library programs and services. Of special interest to the Library are exhibits that promote its collections, services, and programs, as well as historical items significant to the University and the state of Oklahoma.

### 2.0 Definitions

The OSU Library defines exhibits as thematic displays of materials including but not limited to books, posters, documents, artwork, objects and other artifacts, that are accompanied by written commentary or labels.

The curator of the exhibit is the individual responsible for the conceptualization, research, design and maintenance of an exhibit. In most cases, the curator will be a library employee working under the guidance of the Head of Special Collections and University Archives or the Senior Communications Specialist. Non-library employees may be approved to curate one-time exhibits. See section 3.1 for procedures.

### 3.0 Selection and Scheduling

Responsibility for the selection of exhibits rests with the Exhibit Committee, which includes the Senior Communications Specialist, the Head of Special Collections and University Archives, and other Library personnel curating major exhibits that year.

Due to the time and cost associated with the production of an exhibit, the typical display period is two weeks to three months. The Exhibit Committee sets the Library exhibit schedule by the first week of each semester. Suggestions for Library exhibits should be made *at least one month prior* to the semester in which the exhibit will run.

#### 3.1 Requests from Outside Departments and Organizations

Non-library departments and campus organizations may request exhibit space in the OSU Library. These requests should be tied to a specific university goal and should be authorized in writing by the group's respective dean or vice-president, or the provost or president of the university. If the exhibit is provided by the outside organization, it should meet the museum-quality standards of exhibits curated by library personnel. These requests are subject to approval by the Library Exhibits Committee and the Dean's Advisory Group. Library exhibits already scheduled will take precedence over outside exhibits.



### **3.2 Space**

Library exhibits are housed in the permanent and portable cases owned by the Library. Occasional exhibits may be mounted in other areas of the Library with the approval of the Library Exhibits Committee and the Dean's Advisory Group.

### **3.3 Timing**

The space needs of select activities and events throughout the semester will take precedence over exhibits. These events include but are not limited to the H. Louise & H.E. "Ed" Cobb Speakers Series and finals and pre-finals weeks.

### **4.0 Programming and Publicity**

Related programming to promote the exhibit is encouraged if it further fulfills the library or university goals addressed by the exhibit. The Senior Communications Specialist will revise and edit promotional materials to assure Library endorsement of the artistic, social or political viewpoints associated with the exhibit are not implied.

### **5.0 Setup and Security**

The curator of the exhibit is responsible for the set up and removal of all aspects of the exhibit. Time needed for setup and removal should be addressed in any scheduling requests. While an exhibit is housed in the OSU Library it will receive the same level of security provided to other property on the premises. Exhibits that include valuable artifacts should be housed in secure cases. Arranging any additional security needs are the responsibility of the curator.

#### **5.1 Responsibility for damages**

The OSU Library is not responsible for any damages incurred during an exhibit run.

#### **5.2 Responsibility for licensing/scheduling traveling exhibits**

The curator is responsible for licensing traveling exhibits and scheduling with the exhibit provider.

### **6.0 Cost**

Any costs associated with an exhibit are the responsibility of the curator's home department.

EXHIBIT POLICY 30 March 2006

The purpose of the exhibit program is to promote, interpret, and encourage the use of the collections of the Cushing Memorial Library and Archives. Exhibits provide a means of exposing collections, of providing access to collections, and of educating users about the collections and the subjects represented in the collections. Exhibits also play an important role in the acknowledgement of the gift of collections or the resources to acquire collections.

Since the collections of the Cushing Library are held as a public trust for Texas A&M University, the State of Texas, and the worldwide community of scholarship and learning, the exhibition of individual objects will be predicated upon the long-term preservation of that object. There are objects in the collection that cannot be used for exhibit and educational purposes without undue harm. Other objects may require stabilization and/or treatment prior to exhibit. An appropriate balance must be maintained between use of the collections for educational purposes and preservation of the collections for future generations.

Planning and implementing successful exhibits requires the combined experience, knowledge, talent, and skills of numerous people. Most exhibits involve a team of people.

Responsibility for the scheduling and approval of exhibits rests with the director in consultation with the operations committee and the Dean of Libraries.

Responsibility for the design, fabrication, installation, and editorial oversight of exhibits rests with the Curator for Outreach under the oversight of the director. The Curator for Outreach is also responsible for managing the calendar of exhibits and marketing and promoting exhibits. Responsibility for the intellectual content of exhibits rests with the relevant subject curator. If a particular subject is not represented by a subject curator, the outreach curator will be responsible for the intellectual content unless the director assigns this responsibility elsewhere. Depending on the nature of the exhibit and the subject, others may also be involved.

At least three months of preparatory lead time should be allowed prior to an exhibit.

Construction and fabrication of exhibits, including the production of labels and the design and layout of cases, must be carried out in strict accordance with best preservation practices and in consideration of promoting learning and access. Exhibit labels and all other text should be constructed in accordance with ADA standards as well as all other relevant standards. Exhibit labels and all other text should be written in accordance with the Cushing exhibit style sheet.

All loans of material for exhibit elsewhere will be managed by the outreach curator under the direction of the director and in coordination with the appropriate subject curator. The outreach curator will insure that materials are adequately documented on leaving from and returning to the Library. This documentation will include condition reports. The outreach curator will insure that materials are adequately packed for shipping and properly insured during shipping as well as during the duration of the loan. The outreach curator will insure that facility reports are on file for all loans. The outreach curator is similarly responsible when material or collections from elsewhere are hosted by the Cushing Library.