

## **Syracuse University Libraries Exhibitions Policy and Guidelines**

Exhibits are an important part of the Libraries' outreach program. Exhibits inform, educate, and promote collections and services. Exhibits also provide an excellent opportunity for the Libraries to engage in collaborative projects, especially with faculty members and others in the university community.

This policy defines the philosophy and goals for Libraries' exhibits, identifies responsibility for the program, and defines general policies and acceptance guidelines. Smaller exhibits which are regarded as "displays" are also covered by this policy.

### **Selection**

Exhibits in the Libraries will be selected by the Exhibitions Steering Committee, in accordance with stated goals and selection criteria. Exhibit spaces are made available to Libraries- and University-related departments, groups, and organizations, and to exhibitors sponsored by the Libraries.

The Steering Committee will apply the following criteria in considering exhibit proposals. The Committee reserves the right to approve or disapprove exhibit proposals, to have final approval for the layout of the exhibit, and to make all decisions regarding duration of exhibit and placement of the exhibit.

Exhibits selected for display in the Libraries' exhibit and display areas should satisfy the following overall goals:

- Promote the diverse holdings and scholarly value of specific Libraries collections;
- Foster intellectual, aesthetic, and creative growth;
- Promote the mission and role of the Libraries, its collections, resources, services, and staff as central to the research and teaching programs of the university;
- Facilitate collaborative relationships among the Libraries, the university community and, when appropriate, the wider community;
- Highlight university programs and events, and or events of local or national significance, especially as they relate to Libraries' resources;
- Recognize supporters, friends, and donors to the Libraries.

### **Selection Criteria**

- Relate to the mission of the Libraries and/or the university
- Promote the materials, services, and functions of the Libraries
- Broadness of appeal of the main theme

- Aesthetically pleasing
- Educational content ranging from general informational value to advanced scholarly contributions
- Relation to other events or exhibits in the community
- Appropriateness of subject, technique, and style for intended location and audience
- 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 one person or group
- Does not promote the financial profit of any individual, organization, or commercial enterprise
- Ease and cost of installation

### **Exhibit spaces**

The exhibit areas in Bird Library include:

- 6<sup>th</sup> floor gallery
- 6th floor hallway exhibit case
- Ortwine Gallery on the 6th floor
- the café case on the 1<sup>st</sup> floor
- Biblio Gallery on the 4th floor
- 4th floor hallway exhibit cases
- First Floor open area
- Lower Level open area

### **Exhibitions Steering Committee**

The Exhibitions Steering Committee is responsible for all exhibits mounted in the Libraries. The Committee members include the Director of Communications and External Relations (chair), the Senior Director of Special Collections, and the Head of the Learning Commons.

The Steering Committee has the following responsibilities:

1. Reviews proposals and approves all Libraries exhibitions.
2. Maintains a calendar for all SUL exhibition spaces, including but not limited to: the Special Collections Research Center's (SCRC) gallery, 6<sup>th</sup> floor exhibition case, Biblio Gallery, 4<sup>th</sup> floor exhibition cases, and the café case.
3. Coordinates with the Security and Facilities office to ensure compliance with all safety and security regulations.
4. Coordinates publicity and outreach for Libraries exhibitions, including:
  - a. Reviewing press releases and announcements.
  - b. Distributing announcements to relevant campus and other outlets.
  - c. Serving as a liaison to the university consortium Campus Museum and Art Centers (CMAC).
5. Serves as a resource for those interested in curating or bringing external/traveling exhibitions to SUL.

6. Informs the Facilities and Security Coordinator of new exhibits and works with that office to ensure compliance with all safety issues.
  - a. Facilities and Security Coordinator is liaison with Safety and Risk Management offices.

### **Duration of exhibits**

During the academic year, the 6<sup>th</sup> floor gallery exhibit cases are generally changed each semester. Duration of exhibits in other spaces may be shorter, generally 4-6 weeks. The Libraries reserve the right to extend or curtail the duration of an exhibit based on changing priorities, special requests, and the availability of the student employee. Exhibits in public spaces are considered temporary and may not be displayed for more than 90 days without further Risk Management approval.

### **Security**

Most display cases in the Libraries are locked, so items are protected. University insurance policies apply in the Libraries, however, there is risk in including irreplaceable items or items of great value in a display. There are no special guarantees or security provided for exhibits in public areas.

### **Exhibits Originating Outside the Libraries**

Any exhibit originating from outside the Libraries must have an identifiable sponsor, e.g., a student, faculty, staff member, or University group. The Libraries recommend that the sponsor participate in meetings between the exhibitor and Steering Committee to ensure compatibility with objectives and interests.

The exhibitor is responsible for transporting exhibit items to and from the Libraries and assisting in the mounting of the exhibit.

The Libraries reserves the right to make suggestions concerning an exhibit's format. The Libraries also reserves the right to remove unsuitable items, which do not adhere to the criteria described above.

Safety, Risk Management, and the Syracuse Fire Department may review the Exhibit and make a determination that it is not suitable for display at the Libraries. In that event, the exhibitor will be expected to remove the materials as soon as possible.

### **Request to Mount an Exhibit in Libraries Cases**

Individuals or groups interested in proposing an exhibit should complete the Libraries Exhibit Proposal Form. Exhibit space is scheduled on a first-come, first-served basis. The request form is available online at <http://library.syr.edu/about/departments/Communications/forms/form-exhibit-request.php>