Title: Exhibits Policy

Division/Department: Lenoir-Rhyne University Libraries, Rudisill Library

Related Policy(ies): Room Reservation Policy

Purpose
To establish a policy providing guidance on accepting and approving requests for exhibits to be held in Rudisill Library.

Policy
Purpose of Exhibits
Exhibits in Rudisill Library are to reflect and support the mission, programs and services of the Library and the mission and scholarly, historical, social and cultural concerns of the Lenoir-Rhyne University campus and community. Displays and exhibits should:
- relate to the mission of the Library and/or the University
- contribute positively to the Library’s environment
- highlight, when possible, the collections of the Library
- as appropriate, publicize and promote the materials, resources, and services of the Library
- enrich the life of the University and the community it serves
- strengthen ties between the Library, University, and the community

Exhibit Space
Rudisill Library has a variety of display areas. Availability and use of these are at the discretion of the Dean of University Library Services.

As a service to students and the community, the Library does not charge for the use of any of the display areas or for admission to exhibits.

Exhibit pieces can only be hung on existing hangers within the Library. No additional hangers will be added.

Guidelines for Exhibits
General
Exhibits cannot disrupt the primary purpose of the Library as a place for instruction, collaboration, and study purposes.

While respecting the freedom of creative expression in art and in the creation of displays, the Library believes not all artistic expression may be suitable for a building open to the general public. Therefore, all displays are subject to approval of the Dean of University Library Services.

Exhibits are to support the mission of the Library and the University. The Library will not accept exhibits that advocate personal or partisan opinions or viewpoints, or commercial exhibits, or ones that advertise materials for sale. The two exceptions to the latter are exhibits of student art created for University art classes and exhibits by local artists connected with the Art program and curated by art students. In these cases, the Library is not involved; all financial transactions must be handled by the artist and the buyer, with the funds deposited with the Business Office.
Exhibits Policy

Time Length of Display and Exhibit Hours
Generally, displays are mounted for a one-to-two month period. Longer times can be arranged with the permission of the Library Director.

Exhibit days and hours must be within the Library’s operating hours.

The Library’s Administrative Specialist will coordinate all displays and exhibits.

Application for Exhibit Space
Anyone requesting permission to display an exhibit in the Library must submit an Exhibits Request form to the Dean of University Library Services at least two months in advance of the proposed opening date of the exhibit.

Requests relating to student-created materials or student organizations should be submitted by the instructor of the course or the faculty or staff sponsor of the student organization.

Priority of Use
Library displays take precedence over all others.

Library-sponsored exhibits (those done in coordination with another University organization) will receive second priority for use of the display devices and areas.

Students have third priority for use of the display devices and areas.

Generally, non-University-affiliated organizations may not use the display space.

Materials in Display
All the materials required for the display are to be provided by the requesting group/individual.

A display may include, but is not limited to, books, book jackets, periodicals, posters, handicrafts, art work or other material that will visually enhance the exhibit, will fit in the display area, and will meet the approval of the Dean of University Library Services.

Use of Library Materials in Displays
Whenever possible and appropriate, exhibitors are encouraged to include items from the Library’s collections, including its Special Collections. Arrangements for use of Library materials must be made at the time of requesting the exhibit. The person in charge of the exhibit must assume the same responsibility for these materials as any patron. Any of the Library’s materials used in exhibits must be checked out to that before being placed in the exhibit cases. The Library reserves the right to remove these materials from the exhibit when they are needed for patron use.

If the individual responsible for the exhibit is not a patron of the Library, the Library will create a temporary registration for him or her for the duration of the exhibit, solely for the purpose of checking out Library materials for that exhibit, for the duration of that exhibit.

Security
Prior to mounting exhibits, all exhibitors must sign a waiver form that releases the Library from any responsibility for loss or damage to an exhibit displayed at the Library.
Exhibits Policy

The person or organization requesting the display assumes all risk of damage or loss. The Library strongly discourages the inclusion of valuable objects in displays.

Its display case is locked for the security of the displays. However, there is no security for items on or in any other display area other than that the building is locked at closing.

Liability
The Library does not carry insurance on, and is not responsible for, items owned or displayed by the exhibitor.

All exhibitors must sign a waiver form that releases the Library from any responsibility for loss or damage to non-Library owned materials displayed at the Library.

Conservation Considerations
Exhibitors must display Library materials in a manner that prevents damage, such as using book holders for print books, and forgoing use of rubber bands, paper clips, post-it notes, or any kind of sticky tape or foreign substance on or in Library print materials.

The Library reserves the right to remove from materials items that may harm Library property.

Signage
Exhibitors must provide a sign announcing the title or theme of the exhibit for each of the display areas used. Exhibitors must also include a sign or other label indicating the name of the individual or organization responsible for the exhibit. Signs should measure at least 8.5” x 11” and be clear, large, and easy to read. The sign can be inside or on top of the display area/space, but not affixed with any adhesive substance.

Installation and Removal
The individual or organization representative is responsible for installing and removing the exhibit.

The Library is unable to provide any supplies required for mounting exhibits, such as paper, staples, thumbtacks and the like.

Any exhibit costs are incurred by the sponsoring organization.

Exhibitors must mount their displays within two working days of the initial date requested. The Library reserves the right to reassign the space if this is not done.

Exhibitors must remove displays by 5:00 p.m. of the last day specified in the request. The Library reserves the right to remove any display that remains longer than the period requested, and it is not responsible for those materials.

Failure of an exhibitor to follow the established guidelines and procedures may result in the Library terminating the exhibit early and/or exclusion of the exhibitor from displaying again in the Library.

Publicity
Exhibit sponsors are encouraged to extend publicity beyond the University campus but they must coordinate that through the University’s Communications Department. Rudisill Library is unable to provide assistance with publicity.
Exhibits Policy

Completion of this application gives Lenoir-Rhyne University permission to use photographs and videos of or relating to the exhibit for use in its publications, news segments, and other forms of media promoting LRU.

**Procedure Required to Implement Policy**
As outlined in the Policy section

**Name and Title of Policy Author**
Rita Dursi Johnson, Dean of University Library Services

**Listing of Affected Individuals (as needed)**
Clay James, Art Department Chairperson

**Reviewed by/Concurrence from**
Larry M. Hall, University Provost

**Signature of the Individual(s) Approving the Policy**

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**Developed/Revised or Reviewed**
August 2013