

Exhibits Committee ~ Hunter Library

Policies and Procedures

Purpose

- The goal of providing exhibits in the library is to create an inviting environment for patrons, to stimulate academic discourse and the use of library resources, and to integrate the library more fully into campus life. The subject and content of the exhibits should reflect the interests of the university community.

Scope

- Exhibits may originate from within the library, from any unit on campus, and from sources off campus.

- Beliefs and viewpoints expressed in the displays belong to the exhibitors and do not necessarily represent the opinions of the Exhibits Committee or Hunter Library.

The Exhibits Committee

- The Exhibits Committee consists of Library faculty and staff.

- Term of appointments for members and chair is three years. Member and chair can be re-appointed.

- The Exhibits Committee is responsible for:
 - Soliciting and receiving proposals for rotating exhibits in the display cases.
 - Scheduling approved exhibits.
 - Coordinating events connected with the exhibits.
 - Publicizing exhibits.
 - Preparing exhibit budget requests for submission to the Library Dean.
 - Coordinating all operations pertinent to exhibits.

Security and Liability

- Hunter Library does not carry insurance for items used in exhibits and therefore the Library and the Exhibits Committee cannot be held responsible for the safety of items placed in the display cases. Display cases are difficult to open but are located in public areas that cannot always be monitored against damage, theft, or vandalism. Exhibitors concerned about possible damage or loss are encouraged to consult an insurance agent.

- All exhibitors are required to fill out the *Exhibit Agreement and Inventory Form*.

- Exhibitors should work directly with the Exhibits Committee to ensure optimal exposure and safety of display items.

Requests for Exhibit/Display Space

- Students, faculty, staff, and officially recognized organizations of WCU and the community may apply for library exhibit space by submitting a written (email is fine) request to the Exhibits Committee. A current membership list is available at <http://www.wcu.edu/1624.asp>
- Requests should be made as far in advance as possible and will be scheduled on a first-come, first-served basis. Every attempt will be made to accommodate the preferred exhibit date(s).
- The Library reserves the right to refuse any proposal. Upon request, the Dean of the Library and the chair of the Exhibits Committee will review questions that arise concerning a proposal's acceptance or rejection.

Duration of Exhibits

- Display space availability will determine the duration of individual exhibits.

Prohibited Uses and Practices

- Price lists that include an exhibitor's name, address, and telephone number may be posted but prices must not be visible on any item on display. The purpose of the exhibit cannot be the simple advertising of a person's or company's merchandise.
- Items and/or equipment that, in the opinion of the Exhibits Committee, are potentially dangerous will not be permitted in any displays.

Guidelines for Displaying

- When using the display cases in Hunter Library, exhibitors must agree to the following:
 - Exhibitors must provide a sign for the display that includes the following information: name(s) of the exhibitors, department/group affiliation, and title of the display.
 - Exhibitors are to provide labels for all items included in displays. The Exhibits Committee and Hunter Library are not responsible for errors or incorrect information provided.
 - No glue, duct tape, pins, heavy tape, etc. is allowed on any of the walls or in any of the display cases in Hunter Library. If wall space is needed, the exhibitors must consult with the committee. Expenses incurred by the library to fix damage to walls and/or display cases will be charged to the exhibitor.

Removal of Display Materials

- Exhibitors are responsible for removing displays at the end of the scheduled period; otherwise the Exhibits Committee will do so. Exhibitors will then be contacted via email, phone, or mail, but, as storage space in the library is limited, unclaimed display items may be disposed of after four weeks. Hunter Library and the Exhibits Committee will not assume any responsibility for damage in the removal and storage of unclaimed items.

Challenges to Exhibits

- Hunter Library does not censor material and strives to provide a variety of opinions and items to engage people in discourse. Patrons may challenge any of the items or contents in any of the display cases in the library.
- When a patron wishes to challenge exhibit items or content, the following steps should be taken:
 - Patrons must make their complaint in writing by filling out the *Intellectual Freedom /Challenge to Library Exhibits* form (Please see pg. 4).
 - The Chair will discuss the challenge with the Exhibits Committee and with the Dean of the Library. The decision will be reported to the patron in writing.
 - If the patron does not feel the complaint has been addressed, he/she will need to contact the Dean of the library directly. At this point, the display committee will accept any decision made by the Library Administration.