

# MARSHALL UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

## GUIDELINE ITG-6

### Guidelines for MU Library Exhibit

Passage Date: January 15, 2009

Revision Date: August 25, 2011

#### **Purpose**

The library sponsors its own displays and exhibits, and considers requests to provide temporary space for academic departments, student groups, and faculty, staff or students who wish to sponsor an exhibit. The exhibits will reflect the diversity of the University's curriculum and student body. They must contribute positively to the library's environment, enrich the life of the university community, and strengthen partnerships between the Library and the wider community.

The Marshall Libraries affirm the American Library Association's Library Bill of Rights, which states "...library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." <http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

#### **Conditions for approval**

Exhibits should satisfy the following criteria:

1. Be physically appropriate for the library setting as determined by the Library Administration office.
2. Display or otherwise refer to the resources and services of the library.
3. Be sponsored by a Marshall student, faculty, or staff member.
4. Be determined suitable by an advising Librarian.

#### **Library review of suitability**

The Library retains the right to determine the suitability of any proposed exhibit. Library exhibition spaces are not exclusively gallery spaces and are not a public forum. These areas are also passageways for employees, students and members of the public of all ages to reach certain Library services. Accordingly, the Library discourages proposals containing images that include significant elements of potentially offensive imagery, or that may incite violence.

Library spaces may not be used for commercial or political purposes, for the solicitation of business, for profit or for fundraising. The Library cannot engage in the sale of any artwork displayed in an exhibition, or provide pricing information within the exhibition.

The Library does not advocate or necessarily endorse the viewpoints of exhibitions or exhibitors.

The Library reserves the right to refuse an exhibit that does not meet these guidelines or to refuse an exhibitor who has not met them in the past.

The Library reserves the right to review and revise this policy.

### **Liability**

The Library does not provide insurance coverage for exhibit items. Exhibitors agree to exhibit at their own risk.

The Library is not responsible for any damage, loss, or theft of exhibited items.

Any damage incurred to Library property from exhibit items is the responsibility of the exhibitor.

### **Installation and dismantling**

The exhibitor is responsible for the installation and dismantling of display items as scheduled.

The Library reserves the right to reject any part of an exhibition or to change the manner of display.

The Library furnishes tables and book props only. With prior arrangement, a video player may be available to be run with sound turned off.

Exhibitors must furnish labels for exhibit items.

If the Library staff is forced to dismantle a display because the exhibitor has not removed it on time, the Library is not responsible for any damage to, or proper storage of, exhibited items.

If the exhibitor wishes to have an event at the Library to celebrate the exhibit, this must be applied for and scheduled with Library Administration separately from the exhibit.

### **Publicity**

The Library Administration office will add the exhibit information to the Library website. Any publicity that might attract large numbers of people must be cleared with the Library Administration Office in advance.

### **Procedure**

To propose an exhibit, please write an email message to Paris Webb, Librarian, Digital Resources/Systems Support (696.3511, [webbp@marshall.edu](mailto:webbp@marshall.edu)) The proposal should contain the following information:

1. Name of sponsoring person or group, and affiliation to Marshall University.
2. Description of the proposed exhibit including its proposed size and kinds of materials.
3. Desired dates for installation and dismantling

The Library Administration Office will review the proposal and ask a Librarian to review it for suitability.

The Library Administration Office will notify the sponsor of approval or rejection of the proposal, the approved dates and location.