

University Library Exhibits Policy, CSU, Sacramento

MISSION STATEMENT

The University Library at California State University, Sacramento is committed to providing an exhibit program which promotes the diverse holdings and scholarly value of specific library collections and the role of the Library, its resources, services, and staff as central to the teaching and research programs of the university; supports university events, programs, symposia, activities, and accomplishments.

This Program is dedicated to presenting quality exhibits produced by the University Library in partnership with groups and individuals who are affiliated with the University. In addition, the Program offers the community the opportunity to engage in teaching and learning beyond the traditional classroom setting.

EXHIBIT CREATION

Library exhibits highlight the extent and diversity of primary sources held by the University Library, connect those sources to the curriculum, and provide a venue for collaborative teaching and learning beyond the classroom. Exhibits should showcase library collections and be relevant to the Sacramento State curriculum, faculty and student research, campus organizations and events, and/or local events. Exhibits are curated under the governance of Library faculty and Library staff. All exhibits are created in consultation with and under the supervision of a Library Exhibit Committee and final approval of Library Administration.

The following criteria apply when exhibit proposals are considered, although not all exhibits will meet all criteria.

- Exhibit subject & content has a direct connection to Library collections
- Educational content ranging from advanced scholarly contributions to general informational value
- Promote the role of the Library, its collections, resources, services, and staff as central to the research and teaching programs of the university
- Publicize the unique and diverse holdings, services and resources of the Library in support of the teaching mission of the campus
- Educate the University community on particular topics
- Strengthen collaborative opportunities between the University Library, the campus, and the community
- Appropriateness of subject, technique, and style for intended location and audience
- Relationship to other events or exhibits in the community
- Representation of an influential movement, genre, trend, or national culture
- When the topic is controversial, an objective presentation is required
- Reflect vitality, originality, artistic expression, and experimentation
- Does not promote the financial profit of any individual, organization, or commercial enterprise
- Enhance the strategic mission and advancement goals of the University Library

- Satisfy public safety considerations, e.g. free standing displays, hands-on exhibits, etc.
- Exhibitor agrees to sign an exhibit proposal with the library
- All exhibitions must have a written timeline which details all aspects of the exhibition and publicity for the exhibition

EXHIBIT PROPOSAL PROCESS AND FORMS

Exhibits are prepared every six months with major exhibits start dates planned for the fall and spring semesters. The Library Exhibits Committee proposes exhibit ideas, based on subject expertise, as well as review and approve exhibit proposals submitted by others. Library Exhibits Committee oversees all levels of planning, research, design, installation and removal, and publicity for exhibits. The Library Exhibits Committee retains the right to select appropriate materials for display

The library will consider requests from Sacramento State faculty, staff or students, and other institutions to sponsor an exhibit that requires special security and preservation measures. Applications from external exhibitors must be received six months prior to the beginning of the academic year in which exhibits are to be displayed. This lead time is required to adequately plan, design, fundraise for, and install an exhibit in the library.

The Exhibit Committee in consultation with the Library Dean, reserves the right to approve or disapprove all exhibit requests, to have final approval of layout and visual presentation, and to make final decisions with regards to length of exhibit duration and content of publicity. Timing of approved exhibits is at the sole discretion of the Exhibit Committee, key stakeholders and with the approval of the Library Dean.

PROCEDURES FOR EXTERNAL EXHIBIT PROPOSALS

- Exhibitor completes and sends [Exhibit Proposal Form](#).
- Proposals will be reviewed by exhibits committee and will be approved or rejected within 30 days of submission deadlines, based on the *Criteria for Selection* as outlined in the Library exhibit schedule.
- Exhibitor will be informed of approval and exhibit information will be added to Library calendar of exhibits and events.
- At the time of exhibit installation, an [Exhibit Release Form](#) will be co-signed by the exhibitor and the assigned lead curator.
- The curator assigned to the exhibit will be responsible for publicity, ensuring that announcements are sent to designated Library and campus offices, as well as to relevant regional organizations and community members.
- Completed Exhibit Proposal and Exhibit Release forms will be retained in the University Library Administration Department exhibit files.
- In special circumstances, the Library will request or accept loans from individuals or external organizations, using policies and procedures set forth by the University.

EXHIBIT ACCEPTANCE / PREPARATION

An exhibitor will be informed by the Library Exhibit Committee that his/her exhibit has been accepted and of the approximate inclusive dates for the exhibit. The time between scheduling and

actual installation is generally several months and in some cases up to a year. The period of time an exhibit runs may be extended upon the mutual agreement of the exhibitor and the Library. During this time, specific needs of the exhibitor and of the Library will be discussed. For example, amount and types of materials that make up the exhibit; amount of accompanying texts, and format of the titles; how it will be shipped and returned, etc. If an exhibitor requires special installation equipment or arrangements, this must be approved and planned well in advance.

Exhibit design and installation are under the supervision of the Library Exhibit Committee. The Committee may, in consultation with the exhibitor or guest curator, exercise its right to re-hang a long-term show for aesthetic reasons. Except in rare cases all expenses incurred by non-library units will be the responsibility of the exhibitor. All displays are to be installed and disassembled between the hours of 8:00 a.m. and 5:00 p.m. weekdays only.

Exhibitors who want to include materials that are not displayed inside locked cases must make a request to the Library Exhibit Committee and be approved by Library Administration. The Library advises that there is no security and that attractive items are subject to theft. The Library is not responsible for damage to or theft of exhibits as it carries no insurance to protect exhibitors in case of loss.

EXHIBIT DURATION

Exhibit should have specific start and end dates, although the end date may be extended if the schedule allows. As a general rule, exhibits will be on display for six months. Since exhibit conditions place a strain on library materials being displayed, exhibits running more than three months are undertaken with consideration to the fragility or conservation needs of documents to be displayed.

EXHIBIT LOCATIONS, ACCESSIBILITY, AND HOURS

Main Library Exhibition Area includes 4 large exhibit cases at the top of the escalator landing, 2nd floor and 2 medium-sized cases on the backside of the escalator, 1st floor. The exhibits are available during open hours of the library.

SCUA main exhibit area is located in the Reading Room of the department, room 1502 Library South. The area has 4 large exhibit cases (two vertical and two lateral) that meet professional preservation standards required to protect documents from environmental damage. Exhibit cases cannot be removed from the SCUA and are reserved for display of historic materials from the SCUA collections or for selective exhibits on loan to the University Library that require additional security and environmental controls. Exhibits held in the SCUA Reading Room are accessible to the public during department hours only, 9:00 a.m. to 4:30 p.m. Monday through Friday. The department is not open on weekends or during campus closure for holidays.

FUNDING

Exhibits generated internally by the Library may receive funding through a variety of sources, including campus grants, collaborating partnerships (campus and community), private donors, university advancement, and library administration. The sum of funds required for an exhibit will depend upon the significance, extent, and relevance of the exhibit to the broader campus and surrounding communities.

External exhibitors are solely responsible for funding all costs associated with the exhibit, including but not limited to shipping, installation, dismantling, and insurance. Exhibitors are responsible for publicity beyond that provided by the University Library. See the [Publicity](#) section of this policy.

SECURITY AND INSURANCE

Exhibit materials on loan from exhibitors external to the Library are displayed at the risk of the lending party. The Library will provide the same level of security and handling for exhibits on loan that would be provided for collections owned by the University Library. However, with the exception of special circumstances or requirements presented by lending institutions or individuals, the Library does not usually provide any insurance for materials on display or assume any responsibility for damage or loss due to transport, installation, or dismantling. Before an exhibit is installed, exhibitors and the Exhibit Committee must sign a release, indemnifying the University Library from any responsibility for loss or damage.

SAFETY

Exhibits in the Library and the SCUA reading room will be displayed in exhibit cases, on designated walls, and depending upon the size of objects, on display stands outside exhibit cases. All displays will be placed to accommodate physical safety conditions in the Reading room at all times. There will be no loose cords or cabling; free-standing units will be secured; and ease of egress from the exhibit for emergency purposes will be assured. Exhibits will be set up so as to meet ADA best practices.

EXHIBIT MATERIALS HANDLING

Exhibit installation requires that books and artifacts are handled gently and with conservation concerns in mind. In general, books are displayed on bookstands, cradles or other supports. When displaying fragile materials, such as photographs and newspapers, facsimiles may be used in place of originals.

Library personnel are experienced in the proper handling and display of unique and fragile materials, following five simple preservation rules for display of artifacts on paper:

- Use copies whenever possible
- Do not display a valuable paper artifact permanently
- Keep light levels as low as possible
- Minimize exposure to ultraviolet light with appropriate filters
- Insure that exhibit cases and frames are enclosed, sealed, and made of materials that will not damage their contents.

EXHIBIT TEXT/LABELS

Exhibits produced in-house by the Library follow the basic guidelines for production of text labels:

- Typeface is in a legible font such as Times New Roman, Century, or Aria-5-
- Text is of high contrast, such as black on white
- Introductory panels are limited to 150-170 words
- Captions for individual items are limited to 20-30 words

- Font size is at least 28 point for large introductory panels; 18 - 20 point for secondary text panels, providing the reader can be within 20 inches. For text that contains a few lines of text only, 14 point is acceptable.

EXHIBIT SUPPORT MATERIALS

Bibliographies, brochures, and other promotional material and/or instructional materials to accompany the exhibit may be produced by the Library, as appropriate and as resources allow. At a minimum, a list of items displayed in an exhibit will be produced as a handout for visitors and will also be included in the Calendar section of the library home page at <http://library.csus.edu>, which will provide basic information on current and past exhibits hosted by the department, including exhibit title, dates, introduction, list of items displayed, and one image from the exhibit.

The exhibit committee will also be responsible for preserving an electronic record of the exhibit produced under its charge. Documentation of all levels of exhibit production should be retained including: Introductory text and other written information, images of each item displayed, and descriptive labels prepared for all items. This information will be retained as a permanent record of the library exhibition program and will be preserved in perpetuity by the University Archives.

PUBLICITY

The Library places a high value on outreach to campus and community members through effective promotion of exhibits and events. Each exhibit sponsor will be responsible for publicizing the exhibit under its' charge. The Library will retain an updated list of venues and contacts on campus, as well as community organizations regionally for the purpose of outreach and promotion of all exhibits, associated programs, and events. In the case of special exhibits that involve co-sponsorship with University Advancement, other campus departments, or community organizations, publicity will be coordinated with the appropriate campus offices responsible for promotion of University events to the campus and community. Each exhibit sponsor will ensure that all flyers, posters, handbills, and other promotional materials contain consistent messages and present the Library's official logo.

RECEPTIONS AND EXHIBIT RELATED ACTIVITIES

The Library often hosts receptions and other activities (workshops, talks, tours) linked to exhibits, particularly for exhibits honoring prominent donors, faculty, or acknowledging significant acquisitions. Such events often require special funding and are carried out in partnership with other campus departments. The Curator must work with the Library Exhibits Committee and Library Administration when considering a reception.

All receptions or exhibit activities need to be scheduled in line with the teaching and research priorities of the Library.

COMPLAINT PROCEDURE

It is acknowledged that some subjects and their public exhibition may be controversial in nature. The University Library subscribes to the American Library Association's [Library Bill of Rights](#), which supports academic freedom and the free expression of opinion. Objections to the content of an exhibit should be addressed to the Dean and Director of the University Library. An opportunity to submit a written complaint is encouraged.

APPENDIX I

CHARGE OF THE UNIVERSITY LIBRARY EXHIBITS COMMITTEE

The University Library Exhibits Committee plans and oversees a rotating roster of exhibitions in the Library that showcase Library holdings and collections and/or enhances the cultural and intellectual life of the University and the larger community.

The Committee plans and oversees a rotating roster of exhibitions in the University Library, makes procedural decisions related to exhibits, reviews exhibit proposals, helps with the installation of exhibits, offers advice and consultation on shows not hung by the Committee, produces and submits to the Dean a tentative exhibits calendar and a year-end report. In addition, the Committee solicits suggestions from interested Library employees or members of the University Community.

The University Library Exhibits Committee is composed of the Library employees including librarians and library staff. The committee reports to the Library Dean and serves a staggered 2-year appointment. They are charged with overseeing all exhibitions in the Library, including making procedural decisions related to exhibition spaces, content, installation, and security, reviewing and approving exhibition proposals; seeking out exhibition ideas and partners; creating an exhibitions calendar, and managing exhibition supplies and resources.

Exhibition Areas:

Display Case	Location	Measurements
Display Case #1	1 st Floor	Left Side – 60" L x 15" D x 59" H Right Side – 60" L x 15" D x 59" H
Display Case #2	2 nd Floor	60" L x 15" D x 59" H
Display Case #3	2 nd Floor	60" L x 15" D x 59" H
Display Case #4	2 nd Floor	60" L x 15" D x 59" H
Display Case #5	2 nd Floor	60" L x 15" D x 59" H
SCUA Cases	SCUA	Tall Cases (2) – 46 ³ / ₄ " L x 21 ¹ / ₂ " D x 49 ¹ / ₄ " H Flat Cases (2) – 58 ¹ / ₂ " L x 28 ³ / ₄ " D x 9 ³ / ₄ " H

Committee Makeup:

- Librarian Chair
- Head of SCUA, Standing Member
- 2 Library Staff members
- Sally Hitchcock, Library Administration