Exhibits in the Library
Policy

Art Under the Dome Committee
Library and Information Access
San Diego State University

Approved by Library Management Team,
May 10, 2016

I. Philosophy

A. Exhibits will support the value that all libraries are unbiased forums for information and ideas, as outlined in the Library Bill of Rights of the American Library Association.

B. As explicitly stated in the Library Bill of Rights, "materials should not be excluded because of the origin, background, or views of those contributing to their creation." Censorship resulting from partisan or doctrinal disapproval is not tolerated, nor is discrimination based on origin, age, background, affiliation, or views, and is in direct contradiction to the overall mission of the profession.

C. In addition, exhibits will support the Mission and Goals upheld specifically by Library and Information Access at San Diego State University, including information literacy, intellectual and cultural diversity, and support of the curricular and research needs of the greater university community. Exhibits should be educational and their coverage of a topic should be thorough, containing sufficient information to enable the viewer to walk away with new knowledge.

D. Exhibits are considered on an equitable basis, regardless of the beliefs or affiliations of individuals requesting use of the space, as long as those beliefs and affiliations do not contradict the values of Library and Information Access as determined by the Art Under the Dome Committee (AUD) in consultation with the Library Management Team.

E. Commercial interests are generally not considered.

F. If a dispute arises over the nature and/or content of an exhibit in the Library, complaints should be addressed to Library Administration: librarymgmteam@mail.sdsu.edu. Formal complaints shall specify the following: the name, current address, and telephone number of the complainant and the reason(s) for the complaint. The Dean of Library and Information Access will exercise final authority about any exhibit complaints.
Written complaints will be addressed according to the following steps:

- The individual will be notified that Library Administration has received their written statement.
- A review process will be conducted within 14 calendar days by Library Administration in response to an individual’s complaint, except in the case of copyright (see section IVe).
- While a complaint is being considered, there will be no change in the status of the display, exhibit, or printed materials unless the material in question presents a liability or compliance issue that requires immediate removal.
- Upon completion of the review process, the appropriate administrator will notify the individual of the Library’s decision.
- The individual may appeal the decision to the Dean of Library and Information Access.

II. Proposal and Selection Process

A. Proposals for external exhibits (exhibits not produced by the library) should be submitted well in advance of the proposed opening date. The exhibit schedule is often booked a year in advance or more, since some exhibits can run for a maximum of two consecutive semesters. The exhibit’s duration will ultimately be determined by AUD based on the level of quality, the strength of the topic/proposed content and its overall potential for popularity as demonstrated by the proposal.

B. Proposals received by any department within the library that ties into the SDSU curriculum will be given priority consideration over proposals from external groups, as library exhibits are not only an essential component of our organization's outreach efforts, but are also a dynamic medium for communicating our commitment to information literacy, as well as our support of research and creative endeavors, and the larger Arts Alive SDSU initiative established as part of the university’s reinvigorated strategic plan. Internal exhibits will, however, remain equally subject to the policies and procedures described herein.

C. Proposal forms for exhibits may be submitted online. Proposals should be succinct and clearly identify:

1. The nature, mission and curricular/research support provided by the exhibit (please identify specific departments, faculty, and individual courses offered during the target semester/s if possible)
2. A budget (the library does not provide funding) - See Section IV for underlined examples of various budgetary items to consider. These examples are by no means exhaustive.

3. A timeline including exact installation and de-installation dates as well as anticipated programming dates

4. The title and nature of any proposed programming/accompanying events

D. AUD will meet periodically to review proposals, determine the availability of the space, and make recommendations to Library Management Team.

1. If the proposal meets our requirements and aligns with the library's values, we will contact your group to arrange a preliminary meeting during which guidelines will be reviewed and an Exhibit Contract and Planning Document will be drafted, and later reviewed and signed by both parties indicating that all policies and responsibilities are understood and agreed upon.

2. If your proposal is turned down, we will provide you with an evaluation explaining our reasons.

III. Exhibits Schedule and Timeline

A. AUD maintains an exhibit scheduling document that enables us to identify the soonest availability of the exhibit space in the Donor Hall. If the Donor Hall space is unavailable and/or your exhibit could merit a smaller alternative space in the library, that option may be offered to you.

B. External exhibits in the Donor Hall may run for a maximum of two consecutive semesters and a minimum of one semester. For any exhibits lasting more than one semester, the following options are permitted:
   1. summer-fall-spring (e.g. fall 2014-spring 2015)
   2. spring-summer-fall (e.g. spring 2015-fall 2015)

C. External exhibits in spaces other than the Donor Hall may run for a maximum of one semester and a minimum of one month.

D. A timeline must be agreed upon in cooperation with AUD in which concrete installation and de-installation deadlines are identified.

IV. Installation and Deinstallation

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A. The library will provide exhibit space(s), use of our display cases, and an approved event space for related programming. All other provisions must be procured by and are the sole responsibility of the exhibitor(s).

B. It is the responsibility of the exhibitor(s) to ensure that installation, de-installation, and all associated tasks are performed by the dates designated in the Exhibit Contract and Planning Document. Since delays have the potential to affect the timeliness of following exhibits on the schedule, the library must strictly enforce this policy in order to be fair to all exhibitors.

C. Installation and de-installation are generally completed in no longer than approximately one week, but the committee recognizes that outside factors may prevent that from being the case. Therefore, any scheduling conflicts must be identified when drafting the Exhibit Contract and Planning Document and deadlines will be determined based on the most reasonable solution. Arrangements to install materials on weekend days must be made in advance, as the keys to the display cases must remain in the custody of authorized library personnel for security purposes.

D. All installation supplies, exhibit materials, graphics, intellectual content, rentals, shipping, insurance, expenses relating to rearrangement of exhibit furniture, security, and any honorariums or use fees associated with guest speakers or film screenings are the responsibility of the exhibitor(s). In the event that the exhibitor(s) wish to borrow materials from the library's collections for inclusion in an exhibit, arrangements must be made in advance with the appropriate department (e.g. Special Collections & University Archives) before planning to include those materials. The library has limited technology (a/v, etc.) options that may be of interest and are provided on a case-by-case basis.

E. The exhibitor(s) are responsible for ensuring proper copyright compliance. The Fair Use Exemption, as provided in Title 17 U.S.C. Section 10, allows for a certain degree of freedom in the display of copyrighted materials for educational purposes. However, if anything has been determined to be in violation of copyright, it must be removed from the exhibit immediately. The library must not be held liable for infringement.

F. Any expenses incurred from damage or other unforeseen problems are the responsibility of the exhibitor(s) and must be addressed immediately following de-installation in order to ready the space for the next scheduled exhibit. Examples include:

1. Patching and/or repainting as needed following the removal of wall graphics

2. Repair of any damage to exhibit cases (including glass, molding, fabric
bases, and locks), windows, pedestals or carpeting

3. Any cleaning services deemed necessary to return the space to its original condition.

The library must use services contracted by the campus for these purposes and any bills incurred must be paid by the exhibitor(s). An account string for billing purposes will be required for inclusion in the Exhibit Contract, and we strongly recommend factoring such unanticipated expenses into your budget. AUD will provide a sample sheet of past expenses for repairs at your request.

G. Exhibits should meet professional exhibit standards. Materials should be properly matted and/or mounted and should be of high quality; any accompanying exhibit text/labels should be copy-edited, fact-checked and proofread for grammar, spelling and punctuation, and mounted on quality cardstock or mat board. Any accompanying wall graphics and multimedia resources should be of highest possible quality and scanned for usability. The exhibitor(s) should monitor the exhibit periodically for any shifting, collapsed or broken display elements, and request access to the cases immediately to make repairs or adjustments. As San Diego is situated in an earthquake zone, exhibitors should take care to secure fragile items substantially. The library is not responsible for disasters, such as fire or earthquake damage.

H. Exhibitor(s) and/or their sponsored affiliations should be clearly identified in a prominent area of the exhibit. Depending on the nature of the exhibit, the library reserves the right to post a notice in or near the exhibit area stating that we do not advocate or endorse the viewpoints of the exhibitors.

I. ADA compliance and safety are of utmost importance to the library. All major walkways (paths of egress) must be free of obstructions. Rearranging of the furniture may not be done without prior approval of the Library Facilities Coordinator. All aspects of the exhibit must be wheelchair accessible and the font size of all accompanying text should be as large as possible without compromising the aesthetic of the exhibit, but at a minimum, no smaller than 16-point. Videos should be captioned for the hearing-impaired.

V. Programming and Publicity

A. It is the responsibility of the exhibitor to create publicity materials and promote the exhibit through as many media outlets as are appropriate and possible. All announcements and press releases must be approved by the library prior to their distribution. The library can assist in distribution of press releases through our typical media outlets as long as arrangements are made in advance with our

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Marketing and Communications Specialist.

B. Related programming, including receptions, lectures, panels, readings, and film screenings, must be arranged as early in the planning stage as possible. The rooms available for use are typically booked well in advance. When considering the spaces we can offer, we suggest that you remain as realistic as possible in determining your anticipated headcount. You should also consider the time and date of your event(s). Evening events can be more challenging in terms of generating student attendance, likewise so can times of the day when a great majority of classes are scheduled. These considerations can greatly improve your chances of not embarrassing special guests with a near-empty room. Please notify AUD of your room and date preferences as early as possible and we will do our best to facilitate the bookings.

Aztec Shops retains exclusive catering rights on campus.

C. We strongly encourage contacting the most appropriate subject librarian in the library to assist you with seeking out related resources, programs of study, faculty and individual courses that might benefit from the exhibit and its associated events. Exhibit traffic and attendance at lectures or readings can be greatly enhanced by working with faculty to either incorporate the exhibit and/or events into their syllabi or offer extra credit for attendance.

VI. Contract

An Exhibit Contract and Planning Document will be drafted by the AUD committee in consultation with the Library Management Team based upon A.) all guidelines stated in the policy above, and B.) any individual accommodations or amendments agreed upon in advance by AUD and the exhibitor(s). This contract is legally binding and must be reviewed and signed by the exhibitor(s) prior to beginning any work on the exhibit.

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