



## **Exhibit Policy Utica College Library**

Utica College Library invites the campus community to use Library Exhibit areas display purposes. The following policy was developed to promote equitable access to the Exhibit areas in the library and to ensure that displays reflect the library's overall commitment to quality.

All displays should reflect the mission and basic goals of the Utica College Library ... to educate, inform, and to entertain patrons with information about academic programs, current events of local or national significance, especially as they relate to library resources. Of special interest are exhibits which promote the library's collection, services and programs.

### **Exhibit Criteria**

Exhibits should:

- Relate to the mission of the library and/or the college.
- Be sponsored by the library or by a faculty, staff or administrator.
- Promote the materials, services and functions of the library or college.
- Enrich the life of the college and community it serves.
- Provide an opportunity to reinforce our ties between the library, college and the community
- Be non-commercial in nature:
  - Fund raising ads (e.g., sales to benefit campus clubs and organizations) are not allowed.
  - Political or campaign announcements (campus, local, state or national) are not allowed.

### **Spaces and Specifications**

(All measurements are in inches.)

#### Lobby Case

- Located in the Library lobby area, toward the left after entering the building
- Size: 80 (w) x 58 (h) x 16 (d)
- Secure (locking)

#### First Floor Case

- Located near the entrance gates.
- Size: 60 (w) x 28 (h) x 9 (d)
- Secure (locking)

#### Second Floor North Case

- Located by oversize
- Size: 60 (w) x 28 (h) x 9 (d)
- Unsecured (non-locking)



#### Second Floor South Case

- Located by Special Collections
- Size: 60 (w) x 28 (h) x 9 (d)
- Unsecured (non-locking)

#### Exhibit Space, First Floor, Near Staircase

- Unsecured (non-locking)

### **Rules of Use**

- The library reserves the right to deny Exhibit Applications.
- The library may extend or curtail the duration of an exhibit at its discretion.
- Display cases, permanent art work, and the television may not be moved to accommodate exhibits.
- Displays may be held for varying periods of time, preferably for a period of one month.
- Space is available on a first come first serve bases to Utica College affiliated groups, organizations, departments, etc.
- Responsibility for the installation and removal of displays rest with the individual or group.
- Exhibitors will need to schedule a time to work on the hanging or mounting of their exhibit. Please try to be considerate to the students who are using the areas for study.
- Keys to the first floor locking cases are kept at the Circulation desk.
- Cloth drapes are available in limited supply.
- Book holders are available in limited supply.

### **Conservation Considerations**

Any library books used in the exhibits must be used in accordance with standard preservation guidelines:

- Displayed books should always lay flat or be put on stands to prevent damage to the spine or pages of the books
- Never use paper clips, rubber bands or post- it notes or any kind of tape

### **Reserving Exhibit Space**

- Application for exhibit must be submitted to Library at least one month before the proposed date of the exhibit.
- Open the [Exhibit Application](#) form (requires an Internet connection and web browser)