

**Florida Atlantic University Libraries
Wimberly Library Exhibition
Policies and Procedures**

I. Statement of Purpose

As part of their educational and service mission, the FAU Libraries host or curate exhibits that reflect the diversity of the FAU community and that showcase the curriculum, services, activities, and collections of the University. The Libraries welcome high quality, non-commercial exhibits of artistic and educational materials which educate, inform, and entertain our visitors.

II. Definition

The Wimberly Library defines an exhibition as a thematic display of materials including, but not limited to, books, posters, documents, three-dimensional objects and other artifacts, which are accompanied by written commentary and/or labels for an approved period of time.

III. Exhibition Spaces

The Wimberly Library has open wall space, designated exhibit areas, and display cases throughout the facility for mounting exhibits. Exhibitions are free and open to the public, and may be viewed during normal library hours: http://libguides.fau.edu/lib_hours. These hours are subject to change during holidays, end of semester testing, and other campus events. If you wish to view our display areas, you may visit our Library or email lyexhibitioncommitte@fau.edu for pictures of the areas.

IV. Types of Exhibits

The FAU Libraries welcome all types of exhibition requests for consideration. Inclusion of a library component is welcome but is not required. Priority is given to exhibitions prepared by FAU Libraries, FAU students, University organizations and other members of the University community. FAU Libraries and the Libraries Exhibitions Committee may at times elect to use exhibit materials prepared by other organizations not affiliated with the University but they are under no obligation to do so.

V. Security and Insurance

FAU Libraries cannot provide security for exhibits. Exhibition spaces referenced in this document are considered high-traffic areas. Florida Atlantic University accepts no responsibility for damage to the exhibits while they are in the Libraries, while the exhibits are being shipped to or from the Libraries, or while they are being installed or taken down. The Libraries also take no responsibility for misplaced, damaged, missing or stolen items. FAU Libraries cannot insure any objects featured in exhibits. Any non-library employee who has been granted permission to mount an exhibit must complete an **Exhibition Object Loan Agreement** before the exhibit is installed. In case of emergency or natural disaster, the Libraries will follow established

emergency procedures for securing the facility and collections but will be unable to make special provisions for non-library exhibit materials.

VI. Exhibition Content

The FAU Libraries subscribes to the American Library Association's *Bill of Rights* which states that "*Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*" Audiences may find material in an exhibit to be offensive to some groups or individuals.

VII. General Policies and Responsibilities

Information and policies for review and understanding before entering into an agreement to exhibit in the Wimberly Library are listed below. Please note that, in addition to the following policies, students must abide by the FAU Code of Student Conduct; outside exhibitors must abide by the rules and regulations of FAU and the FAU Libraries.

A. Useful links for general FAU policies:

1. [Freedom of Speech](#), as described in the [American Library Association – Library Bill of Rights](#)
2. [FAU Student Code of Conduct](#). You may visit <http://www.fau.edu/studentconduct/> if you have any further questions about the Student Code of Conduct.
3. Student Handbook and other information: <http://www.fau.edu/student/handbook/>

B. As an exhibitor your responsible for:

1. Submitting a clearly defined exhibition request to the Exhibitions Committee. If feasible, the request should include 3-5 digital images representing the overall theme of the exhibition as examples. The **Exhibition Request Form** and accompanying images may be emailed to: lyexhibit@fau.edu
2. Submitting a request to the Committee at least ninety days prior to when the exhibit is to be mounted.
3. Providing all in-exhibit signage (captions, titles, descriptions, signage etc.) and making sure the signage is properly printed and mounted for display.
4. Ensuring that all exhibition materials adhere to FAU campus and FAU Libraries' regulations and guidelines.
5. Installing the exhibit by the agreed-upon start date.
6. Removing all exhibit materials at the approved end date of the show.
7. Receiving approval from the Exhibitions Committee for any distributed materials (print or digital) connected to the exhibition.
8. Any delivery costs associated with the materials.
9. Any costs incurred in the installation and de-installation.

10. Returning all artwork and other materials to the rightful owners.
11. Verifying that copyright laws have been followed.
12. Obtaining branding approval from [FAU's Creative Services](#) where necessary.
13. Provide all marketing collateral and messaging 14 days prior to installation of exhibit.

The Libraries Exhibitions Committee may be available to offer advice to individuals or groups and may be able to connect the exhibitor to others who can provide assistance. Non-library exhibitors whose requests have been approved should be prepared to mount their exhibit without the assistance of library staff.

C. The Libraries Exhibitions Committee is responsible for:

1. Reviewing the request, requesting further information if needed, and approving or denying the request.
2. Approving the exhibition's official title and a summary statement of the materials to be displayed.
3. Approving all dates connected to the exhibit (for example: installation, exhibition time, and take-down).
4. Coordinating with the exhibitor and the department responsible for any added Library components.
5. Inspection during set-up and final approval before any exhibits are open to the public.
6. Integrating marketing collateral **provided by exhibitor** into libraries specific channels for Libraries' marketing efforts, with final approval by the Dean of Libraries.
7. Evaluating exhibition processes and updating any procedures that may improve the exhibition process.

D. The Libraries Exhibitions Committee reserves the right to:

1. Refuse exhibits. The Exhibitions Committee may refuse any exhibition request without explanation.
2. Cancel an exhibit at any stage if the exhibitors have not met the contracted conditions and deadlines.
3. Prioritize the needs of the FAU Libraries. While the Exhibitions Committee will make every effort to honor scheduling commitments, FAU Libraries reserve the right to postpone, reschedule, lengthen or shorten an exhibition.

FAU Libraries reserves the right to document all aspects of the exhibition and its contents for internal or external distribution. This documentation may include, but is not limited to: exhibition statements, descriptions, artists' names, and any images of objects included in the exhibition.

VIII. Important web links and emails:

1. Exhibitions Committee email: lyexhibit@fau.edu

2. Exhibition Request Form <http://libweb.fau.edu/eforms/exhibition-request-form/>
3. Exhibition Objects Loan Agreement (available soon)

This policy was reviewed and approved by the FAU Libraries Leadership Team in July 2017.