



TEXAS TECH UNIVERSITY  
**Libraries™**

## **Policy on Exhibits**

<b>Purpose</b>	In an effort to support the Texas Tech University (TTU) Libraries' mission, this policy is provided in order to: <ul style="list-style-type: none"><li>▪ Evaluate internal and external exhibit requests</li><li>▪ Support the University Libraries Faculty Academic Contributions Exhibit (FACE) mission</li><li>▪ Evaluate student work display requests for exhibition</li><li>▪ Maintain the most available space for student and patron seating and gathering for study and collaboration</li><li>▪ Ensure the safety of egress into and out of the building</li></ul>
<b>Relevant to</b>	All Libraries faculty, staff and student assistants
<b>Related Policies</b>	<a href="#">Room Reservation Policy-Procedures</a> <a href="#">Policy on Temporary Signage</a>
<b>Responsibility for Policy</b>	Public Programming & Outreach Committee
<b>Responsibility for Implementation</b>	Public Programming & Outreach Committee
<b>Approval of Policy</b>	University Libraries Council and Dean
<b>Effective Date</b>	January 11, 2011
<b>Date of Review</b>	Jan. 21, 2016
<b>Date of Next Review</b>	This policy will be reviewed in spring of even numbered years by the Public Programming & Outreach Committee and ULC.

## Principle

The University Library is the most frequented building on campus with more than 1.2 million visitors annually. As such, building space is seen as prime real estate to display exhibits and works. It is in the best interest of the Libraries to display high quality exhibits and works that support the University's educational mission.

## Definitions of Terms Used

*Exhibit* –

Object or a collection of objects placed on show within the University Library

*Student Work Display* –

A request from a faculty or staff member to display student work for a class project or program (e.g., The Center for Undergraduate Research, Howard Hughes Medical Institute, Honors College and the Graduate School's Poster Presentations; Society for Advancement of Chicanos and Native Americans in Science Regional Poster Contest) within the University Library for purposes of peer review, display and/or grading

## Policy & Procedure

Displays and exhibits within the University Library will be considered on a first-come, first-served basis and will be in accordance with the University Library's Room Reservation Policy.

All exhibit and student work display requests will be directed to the Libraries' Public Programming & Outreach Committee. After committee apprising, the committee will make a recommendation to the Dean of Libraries. Upon the Dean's response, the committee chair will respond to the exhibit requestor(s) in writing.

Student work displays and exhibits have the following parameters:

- **Student work display requests** should be submitted at least one month in advance of the intended display setup.
- **Exhibit requests** should be submitted at least 6 months in advance.
- University Libraries will not provide financial resources for proposed displays or exhibits.
- The committee will work with the University Library's Facilities office to coordinate room/space reservation, set up and deconstruction.
- The requestor becomes the single contact for all display management.
- Curation (i.e., organization, setup, marketing, display captions and labels, maintenance, deconstruction and removal) of displays and/or exhibits will be done by the requestor.
- At time of request, the requestor must include display case, easel, panel or other display needs.\*
- Requests should include information about the kind of items to be displayed, their size and number and any specific details needed to accommodate the display physically. Dates for the display should include allowances for setup and deconstruction time.

- Displays will run for no more than one month. Exhibits will run for no more than three months.
- Marketing and advertising for the display or exhibit are the responsibilities of the requestor. No signage regarding the display may be installed throughout the building; only approved temporary signage may be installed on the community bulletin board by the requestor.
- TTU Libraries will provide printing, paper, mounting or installation supplies only for exhibits curated and hosted for its events and collections. All other persons or groups must supply their own materials.

*\*Please note that the University Library has a select number of cases and panels that may or may not be available during the proposed time and also cannot guarantee security and monitoring for pieces displayed in cases or otherwise.*