

Benedictine Library Display/Exhibit Policy

Purpose:

The purpose of displays in Benedictine Library is to educate, inform and promote the sharing of information with the students, faculty and staff of Benedictine University. Display space may be requested by current Benedictine faculty, staff and college sanctioned student clubs and organizations.

Goals:

- Promote the use and circulation of library materials.
- Promote the awareness of Benedictine University events, services, clubs/organizations, and courses/curriculum.
- Promote the Mission and Vision of Benedictine University.

Guidelines:

- Displays/exhibits are to be consistent with the Library's commitment to freedom of information and cultural diversity. They are not to be used to promote personal or commercial positions.
- Displays should highlight library collections or services, either directly or indirectly, and thus promote scholarly and educational use of the library.
- Exhibits will normally be approved for a display period of not less than three weeks and not more than eight weeks.
- Any exhibit costs will be assumed by the sponsoring organization. Security and/or insurance for displays are the responsibility of the sponsoring body.
- The Library cannot be responsible for personally valuable items placed in the display cases. Inclusion of such items in displays is strongly discouraged.
- Exhibits created by individuals or groups outside the library should include a sign or other label indicating the name of the individual or organization responsible for the exhibit.
- Displays must be of high quality design and execution.
- Applications for displays should be submitted in writing at the beginning of each academic year. The Library will attempt to accommodate requests made after that time, but is not obligated to alter the display schedule.
- The Library will review and approve each display. The Library reserves the right to alter or remove any display.
- The sponsoring individual or organization must provide any materials needed to mount the display and ensure that it is assembled and disassembled in a timely manner.

Contact Deborah Sarna to request a library display.

Benedictine Library

Exhibit/Display Request Form

Requestor Name _____

Phone: _____ Email: _____

Sponsoring Organization Name: _____

Phone: _____ Email: _____

Faculty Sponsor Name _____

Phone: _____ Email: _____

Proposed Exhibit/Display Title: _____

Dates Preferred (Inclusive): From: _____ To: _____

Alternative Dates: From: _____ To: _____

Describe the Exhibit/Display:(List types of materials such as books, ephemera, media or tother formats, outline scope of exhibit/display)

Source of Materials: _____

Space Needed, number of tables, etc. _____

Publicity or correlated events planned _____

Approximate value of exhibit (may not be necessary) _____

I agree to be responsible for installing/dismantling the exhibit and agree to remove it promptly at the end of the exhibit period. I have read the Library's Exhibit Policy and acknowledge by my signature below that I accept the conditions and responsibilities stated. I understand that neither Benedictine Library nor Benedictine University will be held responsible for materials used for exhibit.

Signature: _____ Date _____