

HORNBAKE LIBRARY EXHIBIT POLICY

GOALS

Special Collections and University Archives in Hornbake Library present exhibits designed to meet the following goals:

- Promote the collections, services and resources of the University of Maryland Libraries' Special Collections and University Archives
- Enrich the intellectual and cultural life of the University of Maryland community.
- Strengthen collaborative opportunities between the Libraries and the University of Maryland
- Provide, on a selective basis as determined by the Libraries, a venue for events/exhibits for organizations in the wider community that are congruent with the activities and mission of the University of Maryland Libraries' Special Collections and University Archives and other departments in the Libraries
- Attract visitors to Hornbake Library, furthering outreach for the University of Maryland Libraries

APPLICATION FOR EXHIBIT

Special Collections and University Archives in Hornbake Library sponsor their own displays and exhibits. They consider requests to provide temporary space for UMD faculty, staff or students who wish to sponsor an exhibit.

Persons interested in creating an exhibit at the Library should contact the Special Collections Instruction and Outreach coordinator at lib-speccoll-outreach@reflectors.mail.umd.edu and complete an "Application for Use of Exhibit Space in Hornbake Library." The Instruction and Outreach coordinator will notify applicants of the decision on their request within 15 work days of submission of their application. If the application is approved, the I/O coordinator will appoint a liaison from Special Collections and University Archives with whom the approved exhibitor will work through the exhibit process.

Applications must be received at least 24 months prior to the beginning of the academic year in which they are to be displayed. This much lead time is required to adequately plan, fundraise and construct a gallery exhibit. Please note that the exhibit gallery may be booked for several years in advance. Timing of approved exhibits is at the sole discretion of the University of Maryland Libraries.

The UMD Libraries retain the right to determine the suitability of any proposed exhibit. An application for an exhibit will not be accepted if it (1) if it is defamatory, willfully false, obscene, or, promotes hatred or discrimination; (2) is not physically appropriate for the available display space; or (3) does not meet the goals (stated above) for the exhibit space.

EXHIBIT CREATION

Special Collections and University Archives will assign a curator to approved exhibits, based on his or her subject area expertise or interest. The curator will oversee all planning, research, design, installation and removal, and publicity for the exhibit. The curator retains the right to select appropriate materials for display. At least one additional staff member and the Instruction & Outreach Graduate Assistant will be assigned to each exhibit. Exhibit creation will be coordinated with staff by Instruction & Outreach coordinator.

Approved exhibitors from outside the UMD Libraries are responsible for all phases of their exhibit's construction, including design, fabrication, installation, removal, and publicity. The Libraries will not supply

funding or materials for fabrication or installation of displays for the exhibit. Creation of exhibits will be supervised by the Instruction and Outreach coordinator.

COMPLAINT PROCEDURE

Once an exhibit has been mounted, the exhibit in whole or in part will not be removed in response to any complaint about its content.

Objections to the content of an exhibit will, however, be addressed formally as follows:

- Complaints will be referred to the Associate Dean for Collection Strategies and Services. An opportunity to discuss the complaint in person or by phone with the Associate Dean will be provided if the complainant so desires. An opportunity to submit a written complaint will be offered.
- A written response will be provided to the complainant.
- If the complainant remains unsatisfied, the Associate Dean may take further action as he or she sees fit, short of altering the exhibit.

APPLICATION FOR USE OF EXHIBIT GALLERY IN HORNBAKE LIBRARY

REQUESTOR'S NAME:

REQUESTOR'S EMAIL:

REQUESTOR'S TELEPHONE NUMBER:

ORGANIZATION/INDIVIDUAL REQUESTING SPACE:

MEMBER OF THE UNIVERSITY OF MARYLAND LIBRARIES' STAFF: ___ YES ___ NO

CO-SPONSOR ON UMD LIBRARIES' STAFF: ___ YES ___ NO.

IF YES, PROVIDE CO-SPONSOR'S NAME:

DATE REQUESTED:
(specific academic year running September–August)

NAME/SUBJECT OF PROPOSED EXHIBIT:

FORMAT OF PROPOSED EXHIBIT:

PURPOSE FOR EXHIBIT:

REQUEST RECEIVED BY UMD LIBRARIES:

REQUEST APPROVED/DENIED:

LIBRARIES' STAFF MEMBER ASSIGNED AS LIAISON:

CONTACT INFORMATION: