

Library Exhibition Policy and Procedures

Category:	Library
Last Modified:	March 2012
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Approved By:	University Librarian
Contact Person:	Art Collections Curator, Extn 8669

Introduction:

Exhibitions are a powerful alternative medium by which the University of Canterbury Library can facilitate access to information and knowledge while also providing an environment conducive to learning. This policy provides information regarding the requirements and procedures for exhibitions in the University of Canterbury Library.

The Library aims to provide a physical environment that promotes and supports teaching, learning and research. The Library has identified increasing demand for relaxing areas for recreational reading, and space and facilities for exhibitions and events. Display spaces and activities will act to reinforce the image of the Library as the social “hub” of the University and potentially attract a new audience of people into the Library, increasing visitor numbers.

Additional benefits to the University may include opportunities for:

- improving public relations, particularly with the community and with other related institutions;
- displaying the increasing professionalism, skills and knowledge base of library staff;
- encouraging further donations of collection items and funds to the Library and University.

Definitions:

Internal Exhibition – the process of researching, curating and placing on public display University Library collection items; drawn from either the published, unpublished or heritage collections.

External Exhibition – University departments/schools, or groups or other organisations with a service or cultural focus with information to display that would be of interest to the University community.

Display Space – There are some limited spaces available in the Central Library for holding small exhibitions and displays. In each branch library there are notice boards and other spaces where display of material can be located. Please contact the UC Art Collections Curator for advice, ext 8669.

Library – the Library of the University of Canterbury comprises the Central Library, Education Library, Engineering Library, Physical Sciences Library, Law Library, Macmillan Brown Library, and any Library controlled storage area.

Collection Item – book, periodical, audiovisual material, microform, archival material, map, bookplate illustration, architectural drawing, artwork.

Policy Statement:

The following policy statement applies to all display spaces in the University of Canterbury Library. The Art Collections Curator is responsible for the administration of this Policy.

The Library reserves the right to display, (or not display), and to allocate space as it sees fit. The Library maintains display space (free standing and wall panels; and display cases) primarily for its own purposes. The display space is used by the Library to share information with students and staff at the University of Canterbury which will educate and inform the University community.

Internally created exhibitions

Priority for use of Library display space will be given to exhibitions curated by the Library using Library collection items. These exhibitions typically involve the showing of original items and items normally held in storage. However, exhibitions can also include the simple visual presentation of information in the form of posters or other images and not involve in-depth research or curation.

The Library will support two major internally curated, researched exhibitions per year, as time, staffing and resources allow. These exhibitions will primarily be held to showcase:

- art collections including new art acquisitions;
- archives or photographs or architectural drawings collections;
- special collections, including rare books;
- heritage collections.

As an exercise in increasing awareness about the Library's collections, exhibitions will **not** normally draw on loans of items from private individuals or other institutions. In addition, the Library will also use display space to create regular small-scale poster and information displays for new books, University events, current affairs and issues relevant to the Library.

Externally created exhibitions:

The display spaces may also be made available to other University departments/schools for the display of information important to students.

The display space may also be made available to groups and organisations outside the University with a service or cultural focus with information to display that would be of interest to the University community.

The following applies to all exhibitions in the Library:

- material displayed must not contravene the law;
- no petitions will be accepted in Library space;
- the Library may require at times a statement that the views expressed are not necessarily those of the University of Canterbury;
- while the Library makes every effort to honour scheduling commitments, the Art Collections Curator reserves the right to postpone or reschedule an exhibition. Furthermore, an event may be declined or cancelled if the requestors do not meet the agreed standards, conditions, and deadlines.

Procedures:

Requesting Library Display Space

1. Complete the Request for Display Space form (see attached) and send this to the Art Collections Curator, Extn 8669.
2. Display space is booked in advance and allocated on a first come basis. The normal period of time for an exhibition to remain on display is two weeks; with some displays being allocated one month depending on the topic. This is determined on a case by case basis. Normally, no one issue shall be featured more than once a year.
3. The Art Collections Curator can request to view the exhibition material prior to approving the event.

Visual Standards

All exhibitions need to include the following in their visual presentation.

1. A sign announcing the title or theme.
2. Contact details so that interested parties can contact exhibitors directly for further information.
3. Contain content that will highlight the Library collection or services, either directly or indirectly, and thus promote scholarly and educational use of the Library.

All exhibitions need to meet the following requirements:

1. The Library expects exhibitions to be of a high standard, i.e., readable, attractive, eye catching. Any material which is not of a suitable standard, (e.g., illegible, overly detailed, lacking in information or difficult to understand), will not be displayed.
2. Exhibitions should strive for objectivity with an instructional or informational theme. Materials of a controversial or discriminatory nature may be refused.

Installation and Removal

1. Exhibitions must be installed and removed by the exhibitor on the agreed date and at the agreed time.
2. The exhibitor is responsible for maintaining the appearance of the exhibition and needs to check the exhibition regularly to ensure it remains tidy.
3. Care should be taken not to damage library materials when used in an exhibition.

4. If the exhibition is left unfinished for any length of time over 24 hours, please place an “Installation in Progress” sign until the installation is completed.

Security

1. The Library will endeavour to provide space and display equipment that is consistent with sound preservation principles. Any concerns of a conservation nature need to be addressed with the Library Archivist or Art Collections Curator.
2. The Library assumes no responsibility for the loss or damage to items included in externally created exhibitions.
3. Materials in the display cases may fade or become discoloured because of exposure to light. If this is a concern, please use copies and not original materials in the exhibition.
4. The exhibition of borrowed items valued over \$25,000 requires the notification of the University Insurance Broker via the [University Policy and Risk Manager](#).
5. Materials left for posting or distribution without authorisation from the Library will be discarded.

Publicity

1. The exhibitor is encouraged to provide the Art Collections Curator with information about the exhibition so that suitable publicity can be arranged to promote the exhibition to the university community.
2. Exhibitions may include a feedback box and forms so that viewers can share their views on the exhibition theme and material.

Other

1. The Library is not able to provide supplies or equipment necessary to display items with the exception of a few basic items such as display panels, display tables, book display stands or other display cases.
2. The Library may accept for display, on selected notice boards, advertising for artistic, sporting, cultural events, and lectures or classes, but excludes advertising for commercial activities.

Related Policies, Procedures and Forms:

- [Building Access Policy](#)
- [Collection Development Policy](#)
- [Library Regulations](#)

Appendices:

- Request for Display Space Form (also available from Art Collections Curator, Extn 8669)

Version Control Table		
Action	Approval Body	Date Amended
New Policy	University Librarian	18 February 2008
Annual Review <i>“deleted Library Administrator from the policy wherever mentioned”</i>	University Librarian	16 February 2009
Fully reviewed – minor amendments	University Librarian	1 March 2012

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Request for Display Space Library

Personal details

Date of Request:	
Contact Name:	
Day Time Phone Number:	
Email Address:	
Name of Exhibition:	
Brief Description of the Exhibition:	
Relationship to the University of Canterbury: <i>(e.g. student, staff, UCSA Club)</i>	
Desired dates for exhibition <i>(Exhibitions are normally displayed for a min of 2 weeks. There is no guarantee that space will be available at the time requested)</i>	
Desired locations for exhibition <i>(UC Library has six libraries)</i>	
Library collection material – list any specific text or resource material you have identified that will compliment your exhibit	
The Library Administrator will discuss your display equipment needs in detail with you as the library has a limited and varied range of equipment in each branch location. Please indicate what you think you may require <i>(noticeboards, display cases, plinths)</i>	
Any security issues with material that will be displayed? <i>(briefly explain)</i>	
If so, do you have insurance coverage for valuable original items.	
Are there any requirements for daily monitoring of the display <i>(e.g. is there a video that requires turning on and off each day?)</i>	

Please email or send this form to the Art Collections Curator, Extn 8669:

University of Canterbury
Extn 8669