

## Exhibition Policy

Exhibitions are a valuable part of the College of University Libraries & Learning Sciences' (ULLS) public services outreach and user education program. Exhibitions inform, educate, and, at times, entertain. Exhibitions provide an excellent opportunity for the ULLS to engage in collaborative projects, especially with faculty members, students, and others in the university community.

### Content

Exhibitions must support the educational [mission](#) of the University. The ULLS administration shall be the sole judge (i.e., itself and/or designated review team) of an exhibition's acceptability. The American Library Association's Library Bill of Rights is a guiding document, specially [Article VI](#) which "...maintains that exhibit space should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

### Exhibitor Types

UNM Exhibitors: Exhibitions by University of New Mexico (UNM) entities include Colleges/Schools, college departments, faculty-led courses, and support services (e.g. Global Education Office). Exhibits are not open to individuals. [UNM Exhibitor Proposal Request form](#).

External Exhibitors: An external group may include traveling exhibition, art exhibit, local community groups, etc. [External Exhibitor Proposal Request form](#).

All Exhibition applicants must have a full-time ULLS employee as a sponsor.

### Space Restrictions

The library welcomes the display of exhibitions in specific areas of each library building. The exhibition space is primarily limited to walls, though other locations may be available. Potential exhibitors are encouraged to survey the available space to be certain it meets their requirements. Each proposal and its desired exhibit location are reviewed based on safety and potential disruption to normal library operations (e.g. noise). Exhibitions must accommodate disability access.

### NOTE

- Some areas of the libraries are unavailable for exhibitions, so as not to disrupt normal library operations (e.g. students studying, research).
- The Director of the Center of Southwest Research (CSWR) oversees exhibits in its spaces (Appendix A). Contact the Director of CSWR for exhibits in these spaces.

### Installation

Exhibitions must be complete and ready to display on arrival, including exhibition labels. Two-dimensional art must arrive ready to hang, framed as necessary. Framed and supported works may not extend more than four inches from the wall. Three-dimensional art will be evaluated and approved on an individual basis.

- Exhibitors will work with the ULLS's building operation managers
- Exhibition installation is subject to other events.
- Exhibitors must provide their own display equipment.
- Uninstall Exhibit – Exhibitor must uninstall exhibit within 48 hours of exhibit end date, unless other arrangements with ULLS contact (listed on proposal form) have been made. The exhibitor will return the installation area(s) to its previous condition.

### **Safety**

Exhibitions must not interfere with the reasonable flow of traffic inside the library in compliance with the Fire Code and safety requirements. Exhibitions must be placed so as to accommodate physical safety considerations as determined by Facility Services, Safety and Risk Services, and/or the State Fire Marshal's Office. Free-standing units must be secure; there cannot be loose cords or cabling; and ease of egress from the exhibition for emergency purposes must be assured.

### **Security and Insurance**

The UL takes no responsibility for the security or welfare of exhibitions at any time, including during transport, installation, or dismantling. Before an exhibition is installed, exhibitors and the UL representative must sign a release, indemnifying the UL from any responsibility for loss or damage. The original signed *Exhibition Proposal and Release* form will be retained in the unit. A copy of the form will be sent to the Office of the Dean of University Libraries.

Insurance coverage, if needed, is the responsibility of the Exhibitor. Insurance to cover the value of the exhibition is available for on-campus exhibitors from UNM's office of [Environmental Health & Safety Services](#). Exhibitors from off-campus are encouraged to insure their exhibition through their own agent.

### **Timing**

Potential exhibitors must complete the University Libraries' *Exhibition Proposal and Release* forms. Completed forms must be received at least *two weeks* (UNM entities) or *four weeks* (External entities) prior to proposed start date. Exhibitions must have specific start and end dates. Exhibitions running longer than three months are not encouraged and should be undertaken only under exceptional circumstances.

- All inquiries should be addressed to the chair of the Exhibitions Review Committee.
- ULLS events and previously scheduled events take priority over exhibitions.
- Cancellation: Immediately notify the ULLS (i.e. ULLS exhibit contact) if the exhibition must be canceled.

The Exhibition Review Committee will review applications and inform applicants of its decision in a timely manner.

**Marketing/Publicity**

The library provides only limited publicity on the library website. Exhibitors will coordinate with the ULLS Marketing Manager after consultation with the Chair of the Exhibitions Review Committee. Any other publicity is the responsibility of the exhibitor. No publicity materials may be posted inside the library without express permission of library administration.

**Dispute Resolution**

The University Libraries supports academic freedom and the free expression of opinion. The ULLS will not exercise any censorship of materials such as books, images, labels, catalogs, or promotional literature that do not violate the guidelines as expressed in this policy.

The University Libraries subscribes to the American Library Association's [Library Bill of Rights](#) as it applies to exhibition spaces and bulletin boards, specifically:

*The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.*

Challenges of a display, exhibition, or printed materials posted or displayed in a UNM library may be sent in writing (see forms) and will be reviewed by the ULLS administration. The ULLS will respond to completed challenge forms as follows:

- The individual will be notified that the ULLS has received the challenge form.
- A review process will be conducted in a timely matter by ULLS Administration.
- While a concern is being considered, there will be no change in the status of the display, exhibition, or printed materials.
- Upon completion of the review process, the ULLS Administrator will notify the individual of the ULLS' decision.
- The individual may appeal the decision to the Dean of University Libraries & Learning Sciences.

**Revision History**

<b>Date</b>	<b>By Whom</b>	<b>What</b>
10/03/2022	Dean Leo Lo	Exhibition Policy

## Appendix A

### CSWR Exhibit Spaces.

- The display cases outside the Water's Room
- The display cases in the Water's Room
- The two display windows on the south end of the Great Hall in the West Wing.
- The CSWR hallway (Water's Room to Great Hall).