

University of Utah
J. Willard Marriott Library
Exhibition Policy

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I. Purpose of Exhibitions in the Library

Exhibitions in the J. Willard Marriott Library are designed to enlighten students, faculty, staff, and the community; foster debate and discussion on a wide range of issues; and promote an awareness of library collections, services and events. Library exhibitions may highlight significant university, local or national events particularly as they relate to the library's resources or the general interest of its patrons.

Exhibitions support and enhance the Marriott Library's mission to "inspire the creation, discovery, and use of knowledge for Utah and the world."

Library exhibitions should be informative, educational, and aesthetic in nature. The subject matter of the exhibitions should be appropriate to the interests of the general academic community and presented on a level appropriate for a university library. In addition to the intellectual content, the physical presentation must incorporate informed principles of design and composition that clearly present ideas and narratives in a visually compelling way.

In accordance with the American Library Association's Bill of Rights, the J. Willard Marriott Library will not exclude exhibitions "because of the origin, background, or views of those contributing to their creation." Likewise, exhibition material will not be "proscribed or removed because of partisan or doctrinal disapproval." The library makes exhibition spaces available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>)

II. Exhibition Team

The primary role of the Exhibition Team is to coordinate exhibitions within the J. Willard Marriott Library. The Exhibition Team reports to the Managing Director of the Book Arts Program and works directly with the Exhibition Advisory Committee (EAC) to jointly review, approve, and schedule proposed exhibitions at the library. Accepted applicants and the Exhibition Team work together to produce exhibitions. The Exhibition Team is not responsible for curating exhibitions. The Exhibition Team, in coordination with the library designer will provide labels, signage, and available installation materials for approved exhibitions upon request. The Exhibition Team oversees all installation and de-installation of exhibitions in the library with the exception of those located in the Fine Arts & Architecture Library and Special Collections Gallery. The Exhibition Team has final approval of an exhibition's design and appearance and makes all decisions regarding the exhibition's scheduling, the placement of the exhibition within the library, and the

content of publicity. The Exhibition Team will assist in reception scheduling for those applicants who request one, however, reception coordination, preparation, and clean up are solely the responsibility of the applicant.

III. **Review Process: Proposals, Review and Approval Procedures**

Completed proposal forms must be submitted to the Exhibitions Coordinator, Mary Toscano, at mary.toscano@utah.edu. Both internal applicants (Marriott Library faculty and staff, University of Utah student groups, and campus faculty and staff) and external applicants (off-campus groups) are encouraged to submit proposals for review six months prior to intended opening.

Once accepted, the proposed exhibition must be fully curated three weeks before opening. **A fully curated exhibit includes final copy for labels and signage; the submission of a working checklist of all exhibition materials and their descriptions; organization of final layout; and the values of all items along with the total value of the exhibition. At the three week deadline all materials must be ready to exhibit.**

The Exhibition Team and EAC will review all proposals monthly. Proposals are evaluated on the purpose and content of the proposal; estimated time and production costs; relevance to the library and its patrons as well as the University, teaching and research, and the student body; and any existing exhibition scheduling commitments. Preference is given to applicants whose proposals are submitted six months in advance. Proposals submitted after the sixth month deadline will be considered only if staffing and resources are available. An applicant may be contacted during the review process for additional information regarding the exhibition. The Exhibition Team and EAC reserve the right to accept or politely decline exhibition requests. The Exhibition Team has final approval of an exhibition's design and appearance and makes all decisions regarding the exhibition's scheduling, the placement of the exhibition within the library, and the content of publicity.

Applicants will be notified following the approval of an exhibition proposal. **Applicants must confirm they received the acceptance letter within two weeks of notification or the Exhibition Team and EAC will assume the applicant is no longer interested.** Approved applicants will be expected to work with the Exhibition Team regarding preparation deadlines leading up to the exhibition's opening date. Upon approval, applicants will receive the Exhibition Acceptance Form, a tailored exhibition preparation schedule detailing the dates, deadlines, and responsibilities leading up to their exhibition's opening. Applicants are expected to review the Exhibition Acceptance Form and contract with the J. Willard Marriott Library to fulfill their responsibilities. The Exhibition Team reserves the right to cancel an exhibition if it is not exhibit-ready.

IV. **Applicants**

Internal applicants are defined as on campus persons or groups wishing to exhibit in the J. Willard Marriott Library. External applicants are defined as off-campus persons or groups wishing to exhibit in the J. Willard Marriott Library. All applicants are expected to fully curate their exhibitions. This means applicants must provide high quality, exhibit-ready content to the Exhibition Team by the dates assigned in the Exhibition Acceptance Form. The Exhibition Team can provide labels, signage, and available installation materials upon request; the applicant must supply all other necessities. If shipping arrangements are necessary, the applicant is responsible for the cost and preparation of such, both to and from the library. Applicants are also responsible for the coordination of receptions corresponding to their exhibition.

V. **Scheduling**

Exhibition proposals should be submitted at least six months prior to the opening of a show. Proposals submitted later than six months in advance will be considered only if staffing and resources are available. Exhibitions will run six to eight weeks. The duration of an exhibition may vary from this format to suit scheduling needs, but will not run for fewer than six weeks or longer than eight weeks. Upon approval, applicants will receive the Exhibition Acceptance Form, a tailored exhibition preparation schedule detailing the dates, deadlines and responsibilities leading up to their exhibition's opening. All materials must be picked up from the library no later than two weeks after the exhibition closes. If materials have not been picked up after two weeks they

become the property of the J. Willard Marriott Library and may be added to the collection or disposed of.

VI. Exhibition Space

Exhibition spaces are located on Levels 1, 2, 3 and 5 of the J. Willard Marriott Library. Detailed descriptions of the spaces are listed below. Temperature for exhibition spaces is 72 degrees +/- 5 degrees Fahrenheit with a relative humidity of 35% +/- 5%.

- Level 1
 - Display Cases: Four display cases in a high traffic area near the library's west entrance, next to Mom's Café. Shelving in cases can be adjusted or removed as desired. 2- or 3-D display space. Dimensions for the cases are:
Case 1: 42" w x 45" h x 12" d
Cases 2-4: 42" w x 45" h x 18" d
 - Lobby: High traffic area by the Level 1 elevators and stairs. Able to accommodate less intrusive exhibits that maintain smooth pedestrian flow. Ideal for 3-D display.
 - North and South Lab Walls: 2-D wall mounting space. Gallery track hanging system along the lengths of the walls. North wall is 23' in length, 9' high. South wall is 24' 8" in length, 9' high.
- Level 2
 - Display Cases: Four display cases in a high traffic area near the Reserve Desk. Shelving in cases can be adjusted or removed as desired. 2- or 3-D display space. Dimensions for the cases are:
Case 1: 42" w x 45" h x 12" d
Cases 2-4: 42" w x 45" h x 18" d
 - Southwest Wall: 2-D wall mounting space south of the Knowledge Commons. Gallery track hanging system along the length of the wall. Wall is 37' in length, 9' high
- Level 3
 - Mechanical Chase: 2-D wall mounting space in the high traffic Living Room area of the library. Gallery track hanging system in place. East and West walls: 31' in length each.
- Level 5
 - Lobby: Lower traffic area located outside the library's administration offices. Ideal for 3-D display.
 - South Atrium Wall: 2-D wall mounting space. Gallery track hanging system runs the length of the wall. Wall is 49' in length, 9' high

VII. Installation and De-Installation

The Exhibition Team is responsible for both the installation and de-installation of all exhibitions in the library with the exception of those exhibitions located in the Fine Arts & Architecture Library and Special Collections Gallery. The Exhibition Team has final approval of an exhibition's design and appearance and makes all decisions regarding the exhibition's scheduling, the placement of the exhibition within the library, and the content of publicity.

VIII. Receptions

Receptions should be planned in conjunction with the Exhibition Team and EAC. The Exhibition Team will assist in reception scheduling for those applicants who request one, however, reception coordination, preparation, and clean up are solely the responsibility of the applicant.

Receptions will be held no later than from five to seven o'clock in the evening. A \$75 reception fee is required. The Exhibition Team must receive reception fees no later than two weeks prior to the reception. For payment of the reception fee, please make a check out to the **J. Willard Marriott Library** and mail to:

Mary Toscano
J. Willard Marriott Library
Book Arts Program
295 South 1500 East
Salt Lake City, UT 84112

The Exhibition Team and EAC reserve to the right to cancel a reception if the fee is not delivered before the event.

The reception fee covers the J. Willard Marriott Library's provision, setup, and breakdown of vendor tables and chairs upon request. The J. Willard Marriott Library is able to provide three vendor tables (each 30" x 6') and six chairs as requested. **Groups are expected to completely coordinate with caterers to provide all other reception necessities.** A member of the Exhibition Team or EAC will be available to meet and escort the reception contact to the reception location upon arrival. However, based on scheduling limitations, the Exhibition Team or EAC member may not be available for the duration of the reception.

Receptions are located in public spaces near the wall displays on levels 1, 3, and 5. For large or private receptions, applicants may choose to schedule the Level 1 Gould Auditorium. For information on reservations, contact information and policies related to its management and setup options access the Gould Auditorium webpage, <http://www.lib.utah.edu/services/gould-auditorium.php>. To reserve the Gould contact Erin Wimmer erin.wimmer@utah.edu. Fees for Gould Auditorium reservations are entirely separate from the Exhibition reception fee.

IX. Signage and Installation Materials

The J. Willard Marriott Library will fund and produce labels and signage for approved exhibitions as well as provide available installation materials. To insure that the Exhibition Team has time to coordinate with the library's designer, content for labels and signage, that is, edited copy and images, must be submitted eight weeks prior to the opening of the exhibition. Applicants who wish to submit pre-designed signage to be produced by the Exhibition Team must supply their design six weeks prior to opening. Pre-designed submissions must conform to specific formatting requirements, which will be included in the Exhibition Acceptance Form. All signage created for marketing purposes must contain the University of Utah logo.

X. Promotion

The J. Willard Marriott Library will promote exhibitions through electronic means only. Applicants will write and submit edited copy for use in promotional materials by the date specified on their acceptance form. The Exhibition Team will use this copy for distribution to the following publications and e-calendars: The Exhibition Calendar on the Marriott Library website, the University of Utah's Events Calendar, *Catalyst*, *U-News and Views* (The Alumni Association's online newsletter), *The Salt Lake Tribune*, *Deseret News*, and *City Weekly*. The propagation of information regarding individual exhibitions will vary depending on the schedule and availability of space in a given publication.

Exhibition proposals submitted six months in advance may also be listed in the Marriott Library's newsletter.

Any additional PR is the responsibility of the applicant. Additional promotion must be reviewed by the EAC if the J. Willard Marriott Library or the University of Utah is going to be identified as a collaborator or host.

XI. Security and Insurance

The J. Willard Marriott Library will insure exhibitions while in the care of the library provided a detailed list of materials and condition reports have been submitted three weeks in advance for both individual materials and the overall value of the exhibition.

The Exhibition Team will evaluate and record the condition of exhibition materials upon arrival at the library, and re-evaluate the condition of materials during de-installation. A copy of the Exhibition Team's condition report will given to the Applicant at the time of pick-up.

The library security staff monitors exhibition areas frequently throughout operating hours. Display cases are locked and located in high traffic areas.

XII. Comments

Comments, compliments and concerns about an exhibition on display in the J. Willard Marriott Library may be addressed to Mary Toscano at mary.toscano@utah.edu. The J. Willard Marriott Library does not advocate or endorse the viewpoints of exhibitions or exhibitors. However, in accordance with the American Library Association's standard regarding exhibition spaces, the J. Willard Marriott Library will neither censor nor remove an exhibition because some members of the community may disagree with its content. Those who object to the content of any exhibition displayed in the library are invited to submit their concerns to be reviewed according to the policies established by the library.