

# 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 rage of issues; and promote an awareness of library collections, services, and events.

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 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 space available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

## **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 Director of Library Facilities 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 deinstallation of exhibitions in the library with the exception of those located in the 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**

Proposal forms are digitally submitted via the library's Exhibition page. To locate the proposal form go to the J. Willard Marriott Library's homepage, hover over *Services* in the menu bar, click on *Exhibitions*, and locate the *Exhibition Proposal Form* under *Related Links*. 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.

The Exhibition Team and EAC will review all proposals. 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 six 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 Packet This packet includes an Exhibition Acceptance Letter, the Exhibitions Checklist (a tailored exhibition preparation schedule detailing the dates, deadlines, and responsibilities leading up to their exhibition's opening), an Exhibition Contract, and an Incoming Insurance Form. Applicants are expected to review the packet carefully, contract with the J. Willard Marriott Library to fulfill their responsibilities, and provide necessary insurance information.

Once accepted, the proposed exhibition must be fully curated two 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 two week deadline all materials must be ready to exhibit.**

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; external applicants are defined as

off-campus persons or groups. 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 Packet. 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 eight to twelve weeks. The duration of an exhibition may vary from this format to suit scheduling needs, but will not run for fewer than eight weeks or longer than twelve weeks. Upon approval, applicants will receive the Exhibition Acceptance Packet. 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. Temperature for exhibition spaces is 72° F +/- 5° F 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 Cafe. Shelving in cases can be adjusted or removed as desired. Suitable for 2- or 3-D display. Dimensions for Case 1 is 42" w 45" h 12" d. Dimensions for Cases 2-4 are 42" w 45" h 18" d.

Level 1 Lobby: High traffic area by the Level 1 elevators and stairs. Space supports six standing vitrines ideal for 3-D display. Each vitrine supports display in stacked upper and lower cases. Are 72 3/4" tall and 30" square. The center shelf is located at 37 1/2" from the bottom of the case.

Level 1 North and South Lab Walls: Wall space for 2-D display. Gallery track hanging system along the lengths of both walls. North wall is 23' in length and 9' high. South wall is 24'8" in length and 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. Suitable for 2- or 3-D display. Dimensions for Case 1 is 42" w 45" h 12" d. Dimensions for Cases 2-4 are 42" w 45" h 18" d.

Level 3 Mechanical Chase North: Wall space for 2-D display in the high traffic Living Room area of the library. Gallery track hanging system in play. East and West walls are 31' in length

Level 3 Mechanical Chase South: Wall space for 2-D display in the high traffic Living Room area of the library. Gallery track hanging system in play. East and West walls are 31' in length.

Level 5 Lobby: Lower traffic area located outside the library's administration offices. Space supports six standing vitrines ideal for 3-D display.

Level 5 South Atrium Wall: Wall space for 2-D display. Gallery track hanging system runs the length of the

wall, 49' in length and 9' high.

## **VII Installation and Deinstallation**

The Exhibition Team is responsible for both the installation and deinstallation of all exhibitions in the library with the exception of exhibitions in the Special Collections Gallery. The Exhibitions 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 Advisory Committee and the Events and Scheduling Coordinator for the J. Willard Marriott Library. The Events and Scheduling Coordinator will assist in reception scheduling for applicants who request one, however, reception coordination, preparation, and clean up are solely the responsibility of the applicant.

The time and length of receptions will be negotiated with the Events and Scheduling Coordinator. A \$75 reception fee is required. The Events and Scheduling Coordinator 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 it to:

Sara Malone  
J. Willard Marriott Library  
295 South 1500 East Office #1740  
Salt Lake City, Utah 84112

The Exhibition Advisory Committee and the Events and Scheduling Coordinator reserve 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 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. The Events and Scheduling Coordinator will be available to meet and escort the reception contact to the reception location upon arrival. If support from the events and Scheduling Coordinator or other library staff is needed during the reception, additional fees will apply. Groups are expected to check in with the Events and Scheduling Coordinator at the end of their reception to ensure sufficient cleanup has occurred.

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 more information or to reserve a reception date in the Gould Auditorium contact Sara Malone at [mllib-schedulinglist@utah.edu](mailto:mllib-schedulinglist@utah.edu). Fees for Gould Auditorium reservations are entirely separate from the exhibition reception fees.

## **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, edited copy and image content for labels and signage 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. Re-designed submissions must conform to specific formatting requirements, which will be included in the Exhibitions Acceptance Packet. 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 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 of 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 an Incoming Loan Agreement has been submitted two 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 deinstallation. A copy of the condition report will be 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, complaints, and concerns about an exhibition on display in the J. Willard Marriott Library may be addressed to Ian Godfrey at [ian.godfrey@utah.edu](mailto:ian.godfrey@utah.edu). The J. Willard Marriott Library does not advocate or endorse the viewpoints of exhibitions or exhibitors. 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.