

# 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. Exhibitions support and enhance the Marriott Library's strategic directions. 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 does not exclude exhibitions "because of the origin, background, or views of those contributing to their creation." Likewise, exhibition material is not "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.” The library hosts a variety of internal University of Utah student and employee and external local and national exhibitions each year as part of its commitment to fostering vibrant and robust intellectual conversations on campus. The university and the library do not endorse, condone, or censor the material in any of these exhibitions. The university and the library recognize that particular content could make some visitors and library patrons uncomfortable.

Case law involving the First Amendment to the U.S. Constitution, which addresses freedom of speech, has clearly defined the types of speech that are not protected: obscenity; fighting words; defamation; child pornography; perjury; blackmail; incitement to imminent lawless action; true threats; and solicitations to commit crimes. Hate speech is protected by the First Amendment, even though we find it very offensive and deeply disagree with it. The First Amendment empowers people to hear all ideas, let the best ideas flourish, and to overcome destructive ideas.

## **II. Exhibition Advisory Committee**

The EAC reports to the Executive Committee and is chaired by Director of Library Facilities and Operations. The EAC is comprised of library faculty and staff serving at the pleasure of the Dean. To add external perspective, two additional members outside the library complete membership of the committee. Accepted applicants and the cognizant member of the EAC work together to produce exhibitions. The EAC is not responsible for curating exhibitions. The cognizant member of the EAC oversees all pertinent installation and deinstallation of exhibitions in the library as determined by the EAC. The cognizant member in coordination with the library or departmental designer produces labels, prints curatorial or exhibitions statements, and provides some available installation materials for approved exhibitions upon request. The EAC has final approval of an exhibition’s design and appearance.

The EAC calls on others with applicable experience to be part of the installation team for exhibition specific installations.

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

Proposal forms are digitally submitted via the library's "Exhibitions" page. 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 the intended opening.

The EAC reviews all proposals. Proposals submitted after the six-month deadline are considered only if staffing and resources are available. An applicant may be contacted during the review process for additional information regarding the exhibition. The EAC reserves the right to accept or politely decline exhibition requests. The EAC makes all decisions regarding the exhibition's scheduling and the placement of the exhibition within the library.

All applicants are notified following the review of an exhibition proposal. Approved applicants must confirm they received the acceptance letter within two weeks of notification or the EAC assumes the applicant is no longer interested. Approved applicants are expected to work with the Exhibition Team regarding preparation deadlines leading up to the exhibition's opening date. Upon approval, applicants 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 library to fulfill their responsibilities, and provide necessary insurance information.

Accepted exhibitions 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 install.

The EAC reserves the right to cancel an exhibition if it is not install-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 are reviewed in the order they are received and are scheduled as exhibition space and library resources allow. The expectation is that exhibitions run eight to twelve weeks. As academic scheduling may require, the EAC gives special consideration to the presentation of student or coursework. When resources and space allow, student work may be installed on a temporary basis and does not constitute a formal exhibition. Because of the time and resources required to coordinate and install a formal exhibition, the EAC may decline exhibitions for less than eight weeks duration and does not consider proposals for less than six weeks. 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 library and may be added to the collection or disposed of.

#### **VI. Exhibition Space**

Exhibition spaces are located on Levels 1, 2, 4, and 5 of the J. Willard Marriott Library. Temperature for interior exhibition spaces is 72°F +/- 5°F with a relative humidity of 35% +/- 5%.

**Level 1 Gallery:** 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 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 Gallery 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. The south wall is 24'8" in length and 9' high.

**Level 1 Katherine's Courtyard:** Outdoor space in an interior courtyard with primary access through Mom's Café. Five circular concrete pads measuring 35" in diameter are dedicated for the exhibition of 3-D work. Other locations are negotiable depending on size/scope of the project.

**Level 2 Katherine's Courtyard:** Outdoor space in an interior courtyard with primary access through the Fine Arts & Architecture Library. Suitable for 3-D work in various locations depending on the size/scope of work. Space supports twelve plinths ideal for sized 3-D display. Seven of the twelve plinths measure 50" in height and the remaining five measure 28" in height. The display area for both sizes is 16" x 16".

**Level 2 K.W. Dumke Fine Arts & Architecture Library:** Wall space for 2-D display. Gallery track hanging system along the lengths of North and West walls. North wall is divided with sections 13', 5'9", and 9'5" in length and 4'6" high. West wall is 34' in length and 4'6" high.

Level 2 Display Cases: Four display cases in a high traffic area near the ProtoSpace™. 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 2 ProtoSpace™: This exhibition space has a 13’ x 29” carpeted floor bordered by an exterior glass wall (overlooking Katherine’s Courtyard), a counter-height desk with storage cubbies, a 13’ wide x 9’ tall white wall, and is open to the ProtoSpace™ office/work environment on the fourth side. Electrical outlets and data ports are readily available. The exhibition space is accessible to the public 9am-6pm Monday-Friday, and is visible through a metal grate all other hours the library is open.

Level 4 George S. Eccles Special Collections Reading Room: The reading room is available for the exhibition of Special Collections material only. Space supports 8 vitrines ideal for 3-D display.

Level 4 Special Collections Gallery: Located in the Level 4 Lobby. Space supports 18 standing vitrines ideal for 3-D display. Available for the exhibition of Special Collections material or related material.

Level 4 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. Available for the exhibition of Special Collections material or related material.

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 Strike**

The Director of Facilities and Operations is responsible for oversight of installation and strike of exhibitions on levels 1, 2, and 5. The Assistant Head of Fine Arts is responsible for the oversight of installation and strike in Katherine's courtyard and the Fine Arts Library. The assigned exhibition coordinator(s) in Special Collections is/are responsible for oversight of the gallery space while individual Special Collections staff applicants are responsible for installation and strike of exhibitions on level 4. The Exhibitions Advisory Committee has final approval of an exhibition's design and appearance and makes all decisions regarding the exhibition's scheduling and the placement of the exhibition within the library.

Installation and Strike must take place during library open hours. Please note that some areas of the library may close early. If installation or strike is to include members external to the EAC, the cognizant EAC member must be onsite and present.

### **VIII. Receptions**

Receptions should be planned in conjunction with the EAC and the Library Events and Scheduling Coordinator for the J. Willard Marriott Library. The Events and Scheduling Coordinator assists in reception scheduling for applicants who request one, however, reception coordination, preparation, and cleanup are solely the responsibility of the applicant.

The time and length of a reception is 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:

Events & Scheduling Coordinator  
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 is 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 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.

The reception location is coordinated by the Events and Scheduling Coordinator. 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 the Events and Scheduling Coordinator 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 may produce labels and artist/exhibition/curatorial statement signage for approved exhibitions as well as provide available installation materials. To ensure that the installation team has time to produce the labels and signage, edited copy and image content for labels and signage should be submitted eight weeks prior to the opening of the exhibition. An artist/exhibition/curatorial statement is required and must include a full artist biography including any University course-related information such as course, instructor, or student/faculty status. An exhibit may not be installed unless the artist/exhibition/curatorial statement is produced and ready for installation with the rest of the exhibition.

## **X. Promotion**

The J. Willard Marriott Library promotes exhibitions external to the library through electronic means only. Applicants write and submit edited copy for use in promotional materials by the date specified on their acceptance form. The EAC uses this copy for campus and community calendars and other outlets. Exhibition proposals submitted three months in advance may also be listed in the Marriott Library's newsletter.

Any additional promotion or marketing 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 library insures 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.

For formal exhibitions with accompanying Incoming Loan Agreement, the EAC evaluates and records 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 is given to the applicant at the time of pick-up.

The library security staff monitors exhibition areas frequently throughout operating hours.

## **XII. Comments**

Comments about an exhibition at the J. Willard Marriott Library may be addressed to the EAC at [mllib-exhibitions@lists.utah.edu](mailto:mllib-exhibitions@lists.utah.edu).