

## Digital Exhibits Policy

### Library Digital Exhibits

A digital exhibit is a curated collection of materials (photos, text, multimedia, visualizations, etc.) with an accompanying narrative.

The primary purpose of the digital exhibits program at the Marriott Library is to support online exhibits of library scholarship and library collections (both physical and digital) developed by Marriott Library and University of Utah affiliated faculty and staff. Digital exhibits material developed from Marriott Library collections, and any original narrative created by library faculty, staff, and student employees will be covered the University of Utah policy for [Ownership of Copyrightable works and Related Works](#). Digital Exhibits will be archived according to the Marriott Library's digital preservation best practices and web archiving program for University of Utah web sites as administered by University Archives and Records Management. Promotional materials for digital exhibits should be clear about designating them as online exhibits.

The Digital Library Services department will be responsible for:

1. Creating accounts for library staff and faculty in the library administered exhibits content management system (for example, OmekaS)
2. Provide basic training on digital library exhibits
3. Provide metadata consultations for digital library exhibits

Library digital exhibit site managers (library faculty, staff, and student employees working on library projects) are responsible for:

1. Selecting and uploading content to be featured in the exhibit
2. Creating and/or overseeing the creation of original source material
3. Submit scanning requests for special collections materials through [standard library procedures for exhibit items that require digitization](#)
4. Review copyright for materials included in digital exhibit, [according to the copyright workflow](#).
5. Proofreading and finalizing the exhibit prior to publication
6. Providing any necessary copyright permissions to Marriott Library as defined by [U of U Policy 7-003](#) Ownership of Copyrightable Works

### Digital Matters Exhibits

The library supports digital scholarship and exhibits developed by the Digital Matters Lab. Projects sponsored by the Digital Matters Lab will be supported by regular consultations as needed about the content management system software capability, metadata, and copyright. If the digital exhibit represents original scholarship, the library would also require a signed [permission to publish form](#).

Digital Matters project site managers and affiliates will be responsible for:

1. Selecting and uploading content to be featured in the exhibit
2. Creating and/or overseeing the creation of original source material
3. Submit scanning requests through [standard library procedures for exhibit items that require digitization](#)
4. Proofreading and finalizing the exhibit prior to publication.
5. Review copyright for materials included in digital exhibit [according to the copyright workflow](#).
6. If the exhibit is created as a pedagogical project as part of a class, informing their students about the [publication process and their intellectual property rights](#) and having them sign and return a permission to publish form.

### **Library Collaborations**

University of Utah affiliated digital exhibit projects that do not include Marriott Library collections or scholarship can also be supported through the digital exhibits program. In this case, a memorandum of understanding (MOU) for the project will be developed to outline roles and responsibilities for the specific project. In areas where roles and responsibilities intersect among library divisions, the digital library exhibit site manager should ensure that intersecting departments are informed of upcoming projects in a timely manner.

Approved by Library Services Committee on May 24, 2018.

Approved by Marriott Library Executive Council on October 22, 2018