

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Library Exhibition Policy	Page 1 of 4
Policy Number: LIB-SPACE-203	Supersedes: N/A
Effective Date: November 11, 2015	Previously Issued: August 1, 2009

**1. Statement of Policy:**

1.1. The William H. Hannon Library welcomes exhibitions from students, faculty, staff, independent artists/exhibitors, and organizations that support the [mission of Loyola Marymount University](#). This policy is intended to establish parameters and procedures for the use of library exhibition spaces.

1.2. This policy is intended to support the mission of the exhibition program. The mission of the exhibition program is to:

- 1.2.1. Promote the collections, services, functions, and goals of the library.
- 1.2.2. Create an inviting and educational setting for library patrons.
- 1.2.3. Support university events, programs, symposia, activities, and accomplishments.
- 1.2.4. Strengthen partnerships between the library, the campus, and the wider community.
- 1.2.5. Cultivate intellectual, aesthetic, and creative growth.
- 1.2.6. Recognize the academic and creative work of LMU students, faculty, and staff.

1.3. The library makes exhibition space available in accordance with the American Library Association's Library *Bill of Rights* which states, in part, that libraries should make exhibition spaces available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

1.4 Library Administration is responsible for this policy.

**2. Definitions:**

2.1. Library Exhibition Spaces: The spaces covered by this policy include:

- 2.1.1. Wall hanging spaces on Level 1, Level 2, and Level 3.
- 2.1.2. Glass exhibition cases: Two cases with an internal space of 48" x 26" x 18" (no shelving) and two cases with an internal space of 54" x 27" x 73" (includes shelving).

2.1.3. Floor space in the atriums on Level 1 and Level 3.

2.1.4. Hanging space in the stairwell: 36.5' above the floor of Level 1.

2.2. This policy does not cover the Archives & Special Collections gallery space. Persons interested in collaborating with Archives & Special Collections should contact the [Head of Archives & Special Collections](#).

### **3. Policies/Procedures:**

#### **3.1. Exhibition content**

3.1.1. The William H. Hannon Library is committed to the principles of academic freedom; the library will impose no censorship on exhibition materials.

3.1.2. The library's primary purpose is to provide our users with access to library collections and services. Many users come to the library seeking quiet and solitude. Therefore, exhibitions may not be audibly or physically disruptive or include materials that may be harmful to the facility, the collections, or library guests.

3.1.3. The library does not necessarily endorse the beliefs or viewpoints of individuals that may be the subject of library exhibitions, whether library-initiated or sponsored by an individual or group.

3.1.4. Any concerns about the content of exhibitions in the library should be addressed in writing to the Dean of the Library, who will work with the exhibition sponsor to respond to the concerns.

#### **3.2. Exhibition request and approval procedures**

3.2.1. All exhibitions must be sponsored by an official Loyola Marymount University department or organization. A representative from the sponsoring organization must be indicated on the application form. All student exhibitions must have a faculty or staff sponsor.

3.2.2. The sponsoring organization and/or its representative assumes full responsibility for exhibition cost, logistics, content, publicity, installation, and removal.

3.2.3. All exhibitors must fully complete the [Library Exhibition Application](#).

3.2.4. Applications will be reviewed in order of receipt. Exhibition spaces are generally scheduled 3 to 6 months in advance, although exceptions may be made at the discretion of the library. Exhibitions may not be scheduled more than one year in advance.

3.2.5. Exhibitions in the library may be displayed for up to four months. Exceptions may be considered on a case-by-case basis. The library reserves the right to extend or shorten the duration of an exhibition if necessary.

3.2.6. Exhibitors should allow up to two weeks after the application submission date for exhibition requests to be reviewed. Questions about the status of an exhibition application should be addressed to the Outreach & Communications Librarian.

### 3.3. Library exhibition spaces

3.3.1. The library's exhibition spaces are located on all three floors of the building, and include walls for two-dimensional pieces and display cases for three-dimensional pieces. Limited floor space may be made available for freestanding displays. Exhibitors may propose exhibitions that use one or more of these locations, and must indicate desired locations on the Exhibition Application.

3.3.2. Exhibitors must design exhibits to conform to existing designated library exhibition spaces. Library furniture may not be rearranged or removed.

3.3.4. Two-dimensional pieces must be prepared and mounted so that they can be hung using the provided cable display system in the library. The use of screws, pins, or nails on library walls is prohibited.

3.3.5. Descriptive labels may be affixed to the facility walls using only adhesive products approved by the library.

3.3.6. Installations that make use of the hanging space in the central staircase must adhere to current weight and height requirements. Contact the Outreach & Communications Librarian for specifications.

### 3.4. Exhibition install and removal

3.4.1. Exhibitors will coordinate with the Outreach & Communications Librarian or other designated library representative before installation to go over the installation guidelines, timeline, and delivery procedures.

3.4.2. The requesting organization and/or its representative will assume full responsibility in coordinating the installation and dismantling of the exhibition in compliance with the scheduled time period.

3.4.3. If exhibitors fail to remove the exhibition as scheduled or leave the facility in unsatisfactory condition, the sponsoring organization may be required to arrange for the exhibition's removal and/or repair of the facility; this includes damage to walls and floors

3.4.4. Exhibitions may be installed and/or removed Monday through Friday between 8:00AM and 4:30PM. Arrangement for weekend times may be accommodated on a case-by-case basis.

3.4.5. Exhibition materials must be claimed no later than 10 business days from the scheduled exhibition end date. The library does not assume responsibility for unclaimed materials.

3.4.6. Items installed using the library's hanging wire system should be set at "eye level" (approximately 5-6 feet) above the floor.

### 3.5. Security and insurance

3.5.1. Library exhibitions are afforded the same security protection as that of other library materials in the same location(s). Any additional security desired must be approved by the library and arranged and paid for by the exhibitor.

3.5.2. Loyola Marymount University does not assume any responsibility for the loss, theft of, or damage to any materials in the exhibition.

3.5.3. Loyola Marymount University does not provide insurance for materials on display.

### 3.6. Exhibit Publicity

3.6.1. Exhibitors/sponsors are ultimately responsible for exhibition publicity; however, the Outreach & Communications Librarian will work with the sponsor(s) to promote the exhibition in the library and through the library's web presence.

3.6.2. Sponsors should be prepared to field questions about the exhibition, and are required to provide a representative's contact information that will be made available to anyone who enquires about the exhibition.

3.6.3. The library reserves the right to photograph all exhibitions displayed in the library for internal and/or promotional purposes.

3.7. The contact for the exhibition program is the [Outreach & Communications Librarian](#).