

SUBJECT: Exhibits Program	POLICY NO. 1.002	PAGE NO. 1 of 1
	APPROVED BY: Council of Coordinators – 5/05/99 Library Governance Group – 6/03/99	
NOTES:		

The purpose of the Exhibit Program at the Bloomsburg University Harvey A. Andruss Library is to promote and celebrate the holdings of the library and the research, artistic talents, and scholarship of our faculty and students. The exhibit space in the new library provides us with an opportunity to highlight what the University has to offer in terms of its collections and hard work put in by our faculty and students. Exhibits of interest from the Bloomsburg community at large will also be considered for this space.

Each year the library will set aside an amount of money from which all expenses relating to the program will be covered. This will include supplies for mounting exhibits, students for providing security when necessary, and grants to help faculty put their research or artistic abilities into a presentable format for an informative and visually stimulating exhibit. Faculty will be able to apply for these grants at any point during the year. The Exhibits Advisory Committee will draw up the criteria to determine which proposals will be funded and will be the body responsible for making the awards. It will also provide advice on groups or individuals to contact as potential exhibitors. The Library will be responsible for the clerical support needed for ordering supplies and handling the grant funding process and providing the students for security.

Exhibits will be scheduled throughout the year, preferably with two larger ones each semester and during the summer, although this may vary. Smaller shows will be intermixed as appropriate. The Coordinator of Exhibits will be responsible for organizing the exhibit schedule and determining which non-university exhibits will be appropriate for the Library. Any disagreement with the Coordinator's decision on turning down a potential exhibit will be taken to the Council of Coordinators for a final ruling. The individual or group creating the exhibit will be responsible for setting up and taking it down, while the Library will provide them with the use of the mounting supplies purchased for exhibits. The coordinator of Exhibits will establish criteria for the mounting of exhibits, including procedures and standards for proper signage, handing of objects, etc. A rough breakdown of the yearly major exhibit schedule is as follows:

January 15 – March 1
 March 16 – April 30
 June 1 – July 1
 July 16 – August 15
 September 1 – October 15
 October 16 – November 30

Because the exhibit area was designed to be outside the security zone of the library there is the possibility that certain exhibits will need a physical presence to ensure the safety of the materials. In this case students currently working in the library can be used to watch the room while it is open. These hours would be in addition to their normal schedule so as not to impact the area where they are presently employed. The money needed for this work will be paid from the exhibit program budget.

Exhibits and/or displays mounted in the Andruss Library, Bloomsburg University, must be coordinated with the designated staff member of the Library. The Library Coordinator of Exhibits will keep records of all preparers, topics, dates displayed and areas used. Any exhibits/displays housed in the Library must meet the criteria of this policy.