EXHIBITS POLICY

Exhibits shall be mounted to reinforce the Library's image as an integral part of the university community and as a center for intellectual stimulation.

The primary aim of the exhibits shall be to highlight the Library's collections and services, thus introducing the Library's patrons to new avenues of exploration in their reading and research endeavors.

A secondary objective in mounting Library exhibits is to provide an opportunity to publicize campus events and/or present topical information of interest to the academic community.

Exhibits shall have a specific focus, be fairly broad in scope, and present unbiased and diverse viewpoints on any particular subject. They shall consist of a wide array of appropriate Library materials. Wherever necessary, they shall be supplemented by related materials.

Leonard Viggiano, Chairperson
Jacquelyn Cress
Suxiao Hu
Steven Shapiro
Tom Trone
EXHIBITS COMMITTEE PROCEDURES

Function of the Committee

The Library Exhibits Committee gathers all proposals, works out a semester or yearly schedule of exhibits for the main exhibits case only, and is responsible for the mounting of each exhibit in the main lobby.

Composition of the Committee

The Committee shall consist of at least five members. Each member shall serve a three year term. In order to maintain continuity, no more than three new members shall be added at any one time. Library staff may volunteer or serve at the invitation of the Committee.

Committee Chairperson

A Chairperson shall be elected by the Committee during the Summer period (in June) and shall hold office for one year, after which a new election shall be held.

The Chairperson is responsible for calling meetings, keeping a record of the schedule of exhibits, collecting exhibit documentation, ordering supplies and ensuring publicity. The latter involves submitting a review of the year's exhibits for the Library's Annual report and notifying the University's Office of Public Information about current exhibits, when deemed appropriate.

Exhibits Proposals and Schedule

Exhibits shall be mounted on a regular basis, as determined by the committee. At the discretion of the Committee, the schedule of exhibits is subject to change upon approval of special requests submitted to the Committee. Groups or individuals whose submitted topics are approved by the Committee, may assist in mounting the exhibit if the Committee chooses.

The Library staff and any member or group of the MSU community may submit exhibit topics or special requests to the Chairperson for consideration by the Committee. These should be submitted at least one month in advance. Recommendations will be reviewed by the Committee and will be approved only if they meet the scope of the Exhibits Policy.
Documentation

Exhibit documentation is the responsibility of the Chairperson. This documentation shall consist of the title, date, publicity clippings, if any, photographs of the exhibit and a list of exhibited books. If the exhibit warrants it, a supporting bibliography may also be prepared and included in the documentation.

Circulation of Exhibit Material

Patrons may borrow circulating materials from an exhibit. Borrowers are limited to three items so as not to deplete the exhibit. It is the responsibility of the Circulation Department staff to retrieve items for patrons from the exhibit case.

rev.
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