

SAMFORD UNIVERSITY LIBRARY

EXHIBITION SPACE

Policy and Procedures

POLICY

The Samford University Library exhibition space is available for exhibits by individuals and groups. In keeping with the American Library Association's LIBRARY BILL OF RIGHTS, Article VI, the exhibit spaces are available to the public "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use" but must fall within the guidelines of Samford University's mission. The mission of Samford University is to nurture persons, offering learning experiences and relationships in a Christian community, so that each participant may develop personal empowerment, academic and career competency, social and civic responsibility, and ethical and spiritual strength; and continuously to improve the effectiveness of the community.

The exhibit of any given material does not constitute an endorsement by the Samford University Library.

PROCEDURES

FACILITIES

Exhibition spaces include:

- 4 2-section, 3' by 7' panels
- Open shelves in Special Collection
- Open shelving in the Reference Dept.
- 5 spaces for hanging pictures, Lower Level, alcove & hallway

RESERVATIONS

How are reservations for Library exhibits made?

Reservations for the use of the Library and exhibits (referred to collectively in this policy as "Exhibition Space") must be made on the application form provided by the Library (the "Application"). Anyone who wishes to make a reservation also must sign an exhibitions agreement expressing intent to comply with all policies, rules, regulations, and conditions regarding use of the Library exhibition space (The "Use Agreement"). When reserving exhibition space, be sure to include sufficient time before and after the exhibit for set-up and take-down. Reservations will be booked on a first-come, first-serve basis according to the date the Library receives the Application.

No reservation is final until:

1. Library receives a signed Application and Use Agreement.
2. The Application is approved.

Who approves the application?

All exhibit applications will be reviewed and approved by the Library's Exhibit Committee. In addition to the Application, exhibitors must submit photographs of their art work and a current resume.

The Exhibit Committee will be the sole judge of what is acceptable. The decisions of the

Exhibit Committee are final.

If the Committee approves the exhibition, the exhibitor will be contacted to confirm dates for the exhibit as well as other specifics relating to the installation of the exhibit. At this time the Use Agreement will be completed and signed by both the exhibitor and library representative.

Who can make reservations?

Reservations must be made by an individual at least twenty-one (21) years of age.

When can reservations be made?

All requests for use of the exhibition space must be made through the Library during the Library's hours of operation by calling current Exhibit Committee Chair, 726-2079, or call 726-2846. If Chair is unavailable, you may leave a message on voice mail.

ELIGIBILITY FOR USE OF EXHIBITION SPACE

Is there an age restriction for use of the exhibition space?

Groups or individuals under the age of twenty-one (21) must have an adult or organizational sponsor for their exhibition.

Who is eligible to use exhibition space?

Any individual, organization or group, may use the Library's exhibition space, subject to this policy. The Library reserves the right to refuse a reservation to any group, organization or individual who has failed to comply with the rules and regulations for use of exhibition space established by the Samford University Library Exhibit Committee. Granting permission to use Library exhibition space does not constitute endorsement by the Library or Samford University.

CANCELLATIONS

The Library should be notified immediately if an exhibition must be canceled. Notice of cancellation must be provided personally to Exhibit Committee Chair, either in writing, by email, or by telephone.

APPLICATION FOR USE OF EXHIBIT SPACE SAMFORD UNIVERSITY LIBRARY

DATE (S) REQUESTED: For each date requested give beginning day and ending day, (i.e. January 1-15). Include time for exhibit set-up and dismantling.

Exhibit Dates:

1st Choice _____

2nd Choice _____

3rd Choice _____

4th Choice _____

INFORMATION ABOUT THE EXHIBITOR COMPLETING THE APPLICATION

(Please attach current resume)

INDIVIDUAL

Name _____ Phone _____

Address _____ City _____ State ____ Zip ____

GROUP / ORGANIZATION

(Please attach brief history)

Name _____ Phone _____

Address _____ City _____ State ____ Zip ____

CONTACT PERSON

Name _____ Phone _____

Address _____ City _____ State ____ Zip ____

Will a Conference Room be needed for a presentation? Yes _____ No _____

INFORMATION ABOUT THE SPONSOR OF THE EXHIBIT

Samford Sponsor: _____

Department _____ Phone _____

Additional Sponsor: Phone _____

Address _____ City _____ State ____ Zip ____

By signing below, I certify that the information on this application is true and correct.

Signature _____ Date _____

Samford University is an Equal Opportunity Institution and welcomes applications for employment and educational programs for all individuals regardless of race, color, sex, age, disability or national or ethnic origin.

GENERAL GUIDELINES

1. The Library will require a complete inventory of each item in an exhibit, including title, medium, dimensions, description and estimated cost.
2. Transportation and delivery of artwork to and from the Library is the responsibility of the exhibitor. The exhibitor must be present for the installation and dismantling of an exhibit.
3. All submitted artwork must be in a state such that it is ready to hang or display. The Library will not supply wire, hooks, etc. to prepare work for display.
4. The Library reserves the right to final approval of the design and appearance of the exhibit.
5. Labels, gallery list, signs, or posters may be provided by the exhibitor. The Library reserves the right to final approval of the appearance and design of all such materials.
6. Wall labels must be applied with adhesive material supplied by the library.
7. The Library will not in any way facilitate or become involved in the sale of artwork from the exhibition.
8. The Library will provide no special security personnel. Security arrangements for the exhibit areas are the same as for other areas of the Library. The risk of loss, theft, or vandalism will be held by the exhibitor.
9. If the exhibitor wishes to hold a reception at the Library in connection with the exhibit, the exhibitor must reserve a meeting room through the Library's Secretary.
10. The Library in cooperation with the exhibitor will distribute publicity announcements and articles regarding the exhibit to local and regional media. Basic biographical and professional data will be required from the exhibitor in preparing such public relations information.
11. The Library reserves joint approval rights with the exhibitor on copy and design of any invitations or announcements which are sent out by the exhibitor in conjunction with the exhibit.
12. The Samford University Library Exhibit Committee reserves the right to alter this policy without prior notice.

APPLICATION APPROVAL:

Signature of Exhibit Committee Chair

Date

SAMFORD UNIVERSITY LIBRARY EXHIBIT SPACE USE AGREEMENT

I, _____, hereby enter into this agreement with the Samford University Library for the use of (referred to in this agreement as) the "Exhibition Space". I acknowledge having fully received, read and understood all rules and regulations governing the use of Exhibition Space. I understand that I have reserved the Exhibition space from date(s)

_____ to _____. I understand that my or my group/organization's reservation is not final until:

_____ the Library receives a signed Application and Use Agreement

_____ the Library approves the application

- I agree that since the actual Exhibition Space may be reserved several months in advance, the actual exhibit date may fluctuate one or two days if the Library in its sole discretion determines that additional time is needed to prepare the Exhibition Space for an exhibit that requires special attention.
- I agree not to release any publicity regarding the exhibit until I have been notified of the definite dates.
- I agree to comply with Samford University's policy of non-discrimination in connection with my use of the Exhibition Space.
- I agree not to make any representation that my use of the Exhibition Space constitutes any endorsement by Samford University or by the Library.
- I agree to notify the Library if I cancel my exhibit or if I am unable to use the space on the reserved dates.
- I agree to defend, indemnify, and hold harmless the Samford University, its trustees, officers, employees and agents, the Samford University Library, its officers, employees and agents for any loss, damage or costs incurred by Samford University or the Library resulting from or arising in connection with my use of the Exhibition Space.
- I understand that the Exhibition Committee at any time may revoke my privilege to use the Exhibition Space if I, my organization, or group do not comply with the rules and regulations for use of Exhibition Space established by the Samford University Library Exhibit Committee, as set out in the Use Agreement and the general guidelines listed on the back of this Use Agreement.

Signature

Date

If signing for a group or organization indicate the name below and your title:

Title: _____

Name of Group/Organization: _____

TO BE COMPLETED BY LIBRARY STAFF

Samford Sponsor: _____

Department Phone: _____

Exhibit Contact Person: _____ Phone: _____

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