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 Display Committee. In addition to the Application, exhibitors must submit photographs of their art work and a current resume.

The Display Committee will be the sole judge of what is acceptable. The decisions of the
Display 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 the Library's Administrative assistant, 726-2846. If assistant 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 Display 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 to Administrative assistant, either in writing (DALIB 131), by email (library@samford.edu), or by telephone (205-726-2846).
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 Administrative Assistant, 205-726-2846.
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 Display Committee reserves the right to alter this policy without prior notice.

APPLICATION APPROVAL:

__________________________________    _________________________________
Signature of Display 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 Display 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 Display 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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