

# Jennie King Mellon Library Display and Exhibit Policy

## Purpose

The Jennie King Mellon Library (JKM Library) and Chatham University Archives & Special Collections (A&SC) regularly create in-house displays and exhibits, as well as some that travel to other locations and organizations. Displays and exhibits have also been created and shared on digital and social media platforms. These exhibits are curated and produced by library staff to 1) highlight library and archives materials, collections, and services, 2) support and enrich the Chatham community, 3) engage in outreach with the Chatham community, and 4) promote the library's and archives' missions.

The library and archives staff are responsible for the themes and items selected for displays and exhibits, and while collaborations with the Chatham University community and outside organizations are welcome, the Library and archives staff reserve the right to approve or deny concepts, items, or timing brought to them from the community. Please review the **JKM Library Displays and Exhibits** section of this policy.

Display and exhibit topics and themes are selected for several reasons, including but not limited to: special events and historical moments in the Chatham University community, university-wide celebrations and recognitions, global issues and awareness, literary focuses, library services and programs, and the promotions of various literacies.

The Jennie King Mellon Library mission statement can be read [here](#). The Chatham University Archives mission statement can be read [here](#), and the Special Collections mission statement can be read [here](#).

## In-Library Displays

The Reference and Outreach Librarian is responsible for the curation and creation of regular monthly displays and special pop-up displays throughout the library. These display spaces include but are not limited to:

- Monthly Feature
- Vitrines
- Popular Reading
- Year Of
- Faculty Publications
- Chalkboard Wall
- Flat Panel

Members of the Chatham University community and outside organizations proposing a library display collaboration should contact the Reference & Outreach Librarian, unless the display features materials from the Chatham Archives or falls under the archives' purview.

## Archives and Special Collections

The University Archivist is responsible for the curation of exhibits relating to the materials in the A&SC, to the history of the university, and to programs and projects spearheaded by the A&SC. Collaboration

with the Chatham University community on any such display or exhibit must go through the University Archivist. The A&SC encourages use of materials in its collections in a wide variety of contexts and is open to partnering with the Chatham community on exhibits and displays across campus and the greater Chatham community.

### **JKM Library Displays and Exhibits**

The JKM Library and Chatham Archives staff are the sole authority of its display and exhibit spaces, their uses and timing of exhibits. The library and archives also reserve the right to approve or disapprove all requests for exhibits and displays. **Final approval of all displays rests with the Director of the JKM Library.**

If a department, group, or organization would like to collaborate with the library on an in-library display or exhibit, please contact the appropriate librarian at least three (3) months in advance to check availability. If the collaboration is feasible, this will give both parties enough time to meet and plan accordingly. Those interested in collaborating on in-library displays or exhibits must fill out a Display and Exhibit Proposal Form and submit it to the appropriate librarian.

Some proposals for displays and exhibits, particularly those that utilize materials from the University Archives & Special Collections, may benefit from longer planning periods and notice of interest in collaboration should be submitted at least six (6) months in advance.

For collaborations moving forward, an initial in-person meeting is required to go over the parameters of the display or exhibit. The library is unable to feature non-library materials for checkout, but display-only items or giveaways are acceptable. Collaborative displays will still be crafted through the lens of the library, featuring library materials and services alongside appropriate suggested items from the collaborator.

### **Digital and Social Media Displays and Exhibits**

Both the JKM Library and A&SP make use of various digital and social media platforms to communicate with their user bases and promote their missions. This includes crafting virtual displays and digital exhibits. These venues include but are not limited to:

- JKM Library's website (using LibGuides CMS)
- Omeka
- Instagram
- Facebook
- Spotify
- Wordpress
- YouTube

Chatham community members interested in collaborating on a virtual display, exhibit, or other digital project to be hosted and promoted by the JKM Library or A&SC on one of their platforms may follow the above guidance and reach out to either the Reference & Outreach Librarian or the University Archivist three to six months prior to the proposed launch date of the project in order to discuss the potential collaboration. All policies and procedures applied to in-person displays and exhibits also apply to virtual and digital displays and exhibits.

## **Lending and Borrowing**

If collaborators are lending materials or items to the JKM Library to be displayed, an Item and Material Loan Form must be completed. The library is not responsible for the safety and welfare of non-library display or exhibit items. Lending institutions or individuals are to submit any loan/borrowing agreements at least one month prior to the start of the loan period for review.

Those interested in borrowing material from the A&SC for use in displays or exhibits outside the JKM Library must contact the Archivist to make arrangements at least 6 weeks prior to the start of the loan.

## **ALA Bill of Rights**

The JKM Library and Chatham Archives affirms the American Library Association's [Library Bill of Rights](#), which states, "library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation."

The library and archives also supports the American Library Association's recommendation for [Intellectual Freedom Principles for Academic Libraries](#), which states that, "Freedom of information and of creative expression should be reflected in the library exhibits and in all relevant library policy documents."

## **Disclaimers**

The JKM Library and Chatham Archives are committed to academic freedom—no censorship of exhibit materials will be imposed by the Library or archives; however, materials that are judged by the library and archives staff to be defamatory, willfully false, obscene, blasphemous, inciting racial hatred, or discriminatory will not be approved.

Additionally, library spaces cannot be used for commercial purposes, for the solicitation of business, or for profit.

The library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of library exhibits, whether library-initiated or sponsored by an individual or group.