

McIntyre Library

Display Case Exhibit Application

Group Name _____

Group Contact Person _____ Phone number _____ Email _____

Date of exhibit installation _____ Date of exhibit dismantle _____

Exhibit case: large case _____ small case _____ both _____
 (190"L x 44"H x 14"D) (96"L x 44"H x 14"D)

Supplies needed (shelves, brackets, etc.) _____

Description of exhibit:

Description of materials to be used:

In signing the agreement, the individual or group sponsoring the exhibit acknowledges that the McIntyre Library assumes no liability for any damage or other loss to items included in the exhibit.

Signed - Group Contact Person

Date

Date of Exhibits Committee approval meeting _____

Application must be submitted to the Exhibits Committee Chair at least three weeks prior to the exhibit installation date.

All exhibits must be in compliance with the McIntyre Library Exhibits Policy.

Submit the completed application to the Exhibits Committee

Chair _____ phone _____ email _____

McIntyre Library Exhibits Policy

Purpose:

- To increase student, staff, faculty, and Eau Claire community awareness of library holdings, services, and events.
- To educate patrons on the use of the library and its facilities.
- To highlight special cultural or calendar events of local or national importance, especially as related to library resources.
- To entertain and to enlighten patrons.

Guidelines:

1. Cases and displays are the responsibility of the McIntyre Library Exhibits Committee.
2. All student organizations **sanctioned by UW-Eau Claire** are invited to use the display cases.
3. Exhibits are rotated every 4-6 weeks.
4. Content:
 - a. Exhibits must be informative to McIntyre Library patrons and appropriate to the University setting.
 - b. Subject matter, not an organization's name, should be the primary focus.
 - c. Exhibits of a controversial nature must stay consistent with the overall mission and policies of UW-Eau Claire. (Refer to the Current Mission Statement on the UW-Eau Claire Home Page and Student Services and Standards booklet.) In this regard, the Exhibits Committee will exercise final authority. Opposing viewpoints will also be afforded an opportunity for expression.
5. Procedures:
 - a. Exhibitors are responsible for mounting and removing the exhibit. The Exhibits Committee can supply mounting pins and brackets for books. Library materials must occupy each display and must be checked out to the display case. Exhibit Committee members can help with this procedure.
 - b. Within each exhibit case there must be a card or banner identifying the exhibitor and title of the exhibit.

- c. Tape should not be applied to the fabric panels of the cases.
 - d. Nails or other hardware are prohibited.
 - e. Electrical machines or appliances (i.e. slide or film projectors, video machines) are also prohibited due to fire hazard.
 - f. After installing an exhibit, final approval must be given by a member of the Exhibits Committee.
 - g. Items may be removed from the exhibit while it is displayed. On request, patrons may check out any circulating library material from the display. The exhibitor will be informed of any removals.
6. Handling library materials:
- a. Library materials must suffer no damage nor be altered in any way by being placed on exhibit.
 - b. Self-adhesive tape, thumbtacks and pins should not be used directly on library material. They can be used to hold a mat or mounting board on display.
6. Security:
- a. All cases are locked. However, since the cases have glass fronts, items in the cases are at some risk of damage or theft. McIntyre Library will not be responsible for displayed items that are damaged or stolen.
 - b. The library takes no responsibility for the security of exhibited items that are left in the library after the date on which the exhibit is scheduled to close or before the date it is scheduled to go up.
7. Schedules:
- a. Written application to reserve a display case must be made to the Exhibits Committee at least three weeks in advance.
 - b. Mounting and dismounting of exhibits should be done between 8:30 am and 3:30 pm on weekdays.
8. Exhibitor responsibilities:
- a. Exhibitors are responsible for mounting and removing exhibits.
 - b. All traces of tape, staples, paper, etc. must be removed.
 - c. The cases must be cleaned after the exhibit materials are removed.
 - d. Exhibitors must provide the Exhibits Committee with written publicity (brief paragraph describing the display) one week before the display is assembled. This will be put on the Library Web Page and in the University Bulletin. A photograph of the exhibit will also be posted on the Library Web Page.