

Texas Woman's University

Library Policy Manual

Policy Name: Exhibition Policy

Last Library Review: April 2023

Next Library Review: April 2024

Purpose: This policy defines the philosophy and goals for the curation of exhibits in the Texas Woman's University (TWU) Libraries and University art displays throughout the TWU Libraries, identifies responsibility for these programs, and defines general policies.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety*

Definitions:

Archival Materials - anything archival related to an archive, which is a record or collection of historical materials.

Curate - to select, organize, and look after the items in a collection or exhibition

Display - an eye-catching arrangement by which something is exhibited; a setting or presentation of something in open view

Exhibit - public display of a work of art or item of interest in an art gallery, library, or museum

Policy:

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

- Staff with expressed authority from the Dean of Libraries will oversee the curation and rotation of library displays.
- Inquiries regarding exhibits, displays, or exhibit questions should be directed to the TWU Special Collections & University Archives (940-898-3743) or to the Manager, Library Events and External Relations (940-898-3731).
- The Library reserves the right to place exhibits at its discretion based on scheduling and location availability.
- Any staff member without the expressed permission of the Dean of Libraries or designated representatives, should not remove, alter or place items within a display or exhibit.
- The purpose of exhibits is to promote specific collections, to emphasize the core values of the institution, and to educate visitors on particular topics.
- Exhibits provide opportunities for the Libraries to engage in collaborative projects with faculty, students, staff, and community members by incorporating the use of library materials and other resources.
- All exhibits must contain descriptive information that identifies the exhibit and/or items on display.

- Exhibits may include electronic display capabilities.

Exhibit areas and presentation vary within the TWU Libraries on the Denton, Dallas, and Houston campuses.

Presentation venues for all campuses include:

- Wall art
- Wall cases
- Kiosks
- Pedestal tables
- Panels
- Digital displays

Exhibit areas in the Blagg-Huey Library can be found on all floors:

- Silent Study Area
- Rotunda Floor Area
- Information/Research Areas
- Jimmie Lyn Harris Children's Library Area
- Main Walls
- Exhibit Cases
- Special Collections Reception and Instruction Areas
- Catherine Merchant Reading Room
- Texas Women's Hall of Fame
- Graduate Study Area
- Other Spaces (as needed)

Dallas Center Library exhibit areas:

- Library Entrance
- Main Walls
- Exhibit Cases
- Open Floor Space
- Silent Study Area
- Other Spaces (as needed)

Houston Center Library Exhibit Spaces include:

- Library Entrance
- Main Walls
- Open Floor Space
- Other Spaces (as needed)

Persons seeking the opportunity to work collaboratively to participate in the curation of an exhibit should contact either Special Collections & University Archives (940-898-3743) or the Manager, Library Events and External Relations (940-898-3731).

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 05-05-2020; rev. 07-20-2021; rev. 04-26-2022;