

**New Mexico State University at Alamogordo  
David H. Townsend Library  
Exhibit/Display Policy**

In keeping with its educational mission, the David H. Townsend Library maintains a program of exhibits and displays. For purposes of this policy, the terms "exhibit" and "display" are used interchangeably.

**Criteria for Exhibits**

Exhibits may include collections and artifacts of any kind on subjects that are of general educational or cultural interest to the college community. The following types of exhibits will be particularly encouraged:

- Exhibits of the work of artists, craftspeople, etc.
- Exhibits which assist members of the campus community in understanding and using the Library's collections and services
- Exhibits pertaining to local history
- Exhibits pertaining to events on campus or in the community
- Exhibits highlighting special holiday or calendar events of national importance, especially as they relate to library materials

The nature and content of exhibits should be consistent with the Library's educational and cultural mission and with the mission of NMSU-A.

Content and presentation of exhibits must be appropriate for viewing by all age groups.

Exhibits should be accessible to everyone, with accommodations made for special needs if possible.

Exhibits involving controversial subjects may be allowed, provided they are presented in an objective and balanced manner. Displays will not be accepted which publicize partisan political, social, artistic, or other viewpoints.

The Library reserves the right to refuse to host an exhibit or any part of an exhibit for any reason.

**Scheduling an Exhibit**

Individuals or groups interested in installing an exhibit should contact the Library Exhibits Coordinator.

The exhibitor must provide the Exhibits Coordinator with an exhibit proposal, which includes a description of the exhibit, estimated size of the exhibit, nature and content, and any available sample items or pictures of items to be displayed. The proposal may be made either orally, in writing, or by email. The Library Exhibits Coordinator will review exhibit proposals. Further review may be required from the Library Director.

After the proposal has been approved, the Exhibits Coordinator will determine the appropriate display place in the library and will schedule the exhibit, as well as the set-up and removal dates. Set-up and removal will be scheduled during regular library business hours.

Exhibitors must sign the "Exhibit Agreement Form" or affirm by email to the contents of the form.

Exhibits are usually displayed for a period of one month. The Library retains final authority over duration of the exhibit.

Soon after an exhibit is mounted, the Exhibits Coordinator and the Library Director will review the exhibit. The Library reserves the right to request immediate removal of an exhibit or any part of an exhibit that is not consistent with either the submitted exhibit proposal or the "Criteria for Exhibits" listed above in this policy.

### **Responsibility of Exhibitor**

All exhibits will be mounted, labeled, and displayed in a manner that reflects well on the library and NMSU-A from both a technical and an aesthetic standpoint.

The exhibitor is responsible for transporting, installing, maintaining, and dismantling all exhibits. Library staff are not available to hang, remove, or help with the setting up or taking down of any exhibit.

The exhibitor must supply a label, card, or poster to identify the exhibitor and exhibit. The label will be displayed within each exhibit case or designated wall space.

For art exhibits, publicity information on the background of the artist and the exhibit must be given to the Exhibits Coordinator by the 15<sup>th</sup> of the month before the scheduled opening date.

An artist may put prices on items and may leave a price list and contact information for anyone interested in purchasing the items. The library staff is not allowed to mediate any purchases or take any payments for items.

Exhibits cannot be advertised to suggest that the Library or NMSU-A endorses the content, accuracy, or quality of the exhibits.

Each exhibit will be set-up and removed on the dates determined by the Library Exhibit Coordinator. Failure to install an exhibit on its scheduled start date may result in forfeiture of the time and space allocated for the exhibit. Failure to remove an exhibit by its scheduled closing date may result in revocation of any opportunity for future exhibits by the exhibitor.

Neither the Library nor NMSU-A assumes responsibility for the security or care of the exhibited items. Exhibitors should arrange for their own insurance if there are objects of significant value on display.

In mounting an exhibit on a display wall, the exhibitor may only use push pins, L-nails, and regular small nails.

The exhibitor will cover any special costs incurred in mounting the exhibit, including the repair of any damage to the building or library property caused during installation or removal of the exhibit.

### **Responsibility of Library**

The Exhibits Coordinator will make every effort to supply publicity information to local and regional media; however, there is no guarantee of publication. The library staff will create posters for on-campus and in-library advertising.

Artists may request a reception which will be scheduled by the Exhibits Coordinator. The library will provide a table for the reception and brewed coffee. The exhibitor may bring additional food and non-alcoholic beverages if desired.

Upon request, the Library will loan push pins, L-nails, and a hammer to the exhibitor.

To highlight the Library's holdings, the Library reserves the right to supplement an exhibit with books and other material from the Library's collection that are relevant to the exhibit.

## **EXHIBIT AGREEMENT FORM**

I have read the Exhibit/Display Policy of David H. Townsend Library, New Mexico State University at Alamogordo, and I agree to its terms.

Signed \_\_\_\_\_

Date \_\_\_\_\_