

**Subject:** Use of Exhibit Space in the Library

**300.35**

**Title:** Joyner Library Exhibit Space

**Administrative Procedure – Date Issued by Library Administration: December 9, 2013**

**Date Revised:**

The use of exhibit space within common areas of Joyner Library must be approved by the Chair of the Exhibit Committee for all areas except the Janice Faulkner Gallery. Any exhibit in the Janice Faulkner Gallery must be approved by the entire Exhibit Committee. Common areas consist of the 1<sup>st</sup> Floor (other than the four display cases purchased in 2013), and hallways on the 2<sup>nd</sup> and 3<sup>rd</sup> Floors.

Displays should pertain to East Carolina University. The Janice Hardison Faulkner Gallery will host at least two annual exhibits: the Graduate Student Juried Art Exhibition and a School of Art and Design Faculty Exhibition.

When a request is received to hold an exhibit within the Library from a non-Joyner organization, the request will be reviewed by the Chair of the Exhibit Committee and will be presented to the Exhibit Committee if the proposed exhibit is for the Janice Faulkner Gallery. Exhibits will be accepted if they meet space requirements, contribute to the education of the ECU Community, are deemed appropriate for a library setting, and can be incorporated into the exhibit calendar. If accepted, then the Chair of the Exhibit Committee or a representative from the Exhibit Committee will work with Building Operations and the Exhibitor(s) to install the display following best practices for installation.

The Exhibitor(s) must fill out a loan agreement that details what is being exhibited as well as insurance information. The loan agreement will be signed by the Chair of the Exhibit Committee and kept on file in the Library.

Exhibits within the Music Library, North Carolina Collection, Manuscripts and Rare Books, Archives, and the Teaching Resources Center are under the purview of the respective departments and do not need approval from the Exhibit Committee or the Chair of the Exhibit Committee. When requested, departments may have temporary displays within common areas of the library, upon approval from the Chair of the Exhibit Committee.