

## **About the Exhibit Program**

In keeping with its educational mission to promote student learning and success, the Southwestern College (SWC) Library maintains a program of exhibits and displays. The exhibits program presents visually and intellectually engaging exhibits that highlight programs and activities across campus and that link the college to the community at large. Exhibits in the SWC Library are temporary and in general displayed for one academic semester.

## **Criteria for Selection**

Exhibit space is made available, in accordance with these guidelines. The following criteria apply as exhibit proposals are considered, although not all exhibits will meet all criteria. The SWC Library reserves the right to approve or disapprove all exhibit requests, to have final approval for the layout of the exhibit, and to make all decisions regarding length of exhibit duration, placement of the exhibit within the library, and content of publicity.

- Educational content ranging from advanced scholarly contributions to general informational value
- Relevance to library collections
- Relation to college programs or disciplines
- Appropriateness of subject, technique, and style for intended location and audience
- Appropriateness to special events, anniversaries, holidays, etc.
- Relation to other events or exhibits in the community
- Representation of an influential movement, genre, trend, or national culture
- When the topic is controversial, an objective presentation is required
- Does not promote the partisan political, religious, or social doctrines of any single person or group
- Reflects vitality, originality, artistic expression, and experimentation
- Does not promote any individual, organization, or commercial enterprise
- Ease and cost of installation
- Satisfies public safety considerations, e.g. free standing displays, hands-on exhibits, etc.
- Exhibitor agrees to sign an exhibit agreement form with the SWC Library

## **SWC Library Exhibitions Committee:**

The SWC Library Exhibitions Committee is comprised of library employees and charged with overseeing all exhibitions in the Library, including making procedural decisions related to exhibition spaces, content, installation, and security; reviewing and approving exhibition proposals; seeking out exhibition ideas and partners; creating an exhibitions calendar; and managing exhibition supplies and resources.

## **Scheduling an Exhibit**

Individuals or groups interested in installing an exhibit should complete an online exhibit proposal application form available at: <http://www.swccd.edu/libraryexhibitapplication>.

The exhibit proposal application requires an exhibitor's contact information, a description of the exhibit, estimated size of the exhibit, and any available sample items or pictures of items to be displayed. The application should be emailed to the Library Exhibits Coordinator who will forward it to the SWC Library Exhibitions Committee. The SWC Library Exhibitions Committee will review the exhibit proposal application. Further review may be required from the SWC Dean of Institutional Support Services. In order to provide the greatest number of opportunities for individuals or groups to exhibit their work, an exhibit proposal application can only be approved once every three years for the individual or group.

## **Exhibit Guidelines**

After the exhibit proposal application is approved, the Library Exhibits Coordinator will contact the exhibitor to determine the appropriate display place in the library, when to schedule the exhibit, as well as the installation and removal dates. Installation and removal will be scheduled during regular library business hours. When the exhibit is removed, the exhibitor will agree to return the SWC Library facilities to their original state.

Exhibitors must sign the "Exhibit Agreement Form".

The SWC Library retains final authority over duration of the exhibit.

The SWC 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 any of the "Criteria for Selection" listed above in these guidelines.

### **Responsibility of Exhibitor**

The exhibitor is responsible for the process of and any costs during the transportation, installation, maintenance, and dismantling of the exhibit. Library staff is 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. Publicity information on the background of the artist and the exhibit must be given to the Library Exhibits Coordinator.

Exhibits are for display only; works may not be sold. The library staff is not allowed to mediate any purchases or take any payments for items.

Exhibits cannot be advertised to suggest that the SWC Library or SWC College 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.

In mounting an exhibit on a display wall, the exhibitor may only use existing height-adjustable, metal hanging equipment provided by the SWC Library or archival-quality, double-sided adhesive tape.

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 Library Exhibits Coordinator may supply publicity information. There is however no guarantee of publication.

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

### **Exhibit Location**

The SWC Library has exhibit space available on the second/main floor lobby area or third/upper floor:  
Second/Main floor lobby area:

- 1 display wall
  - 72" H x 214" W
  - Archival-quality, double-sided tape preferred for mounting (No pins, tacks or nails)
  - Lighted florescent



- 12 height-adjustable, metal hangers
  - 2 alligator, metal clips: 6" apart
  - Lighted florescent
- 3 height-adjustable, metal hangers
  - 6" W x 1/4" D metal holder
  - Lighted florescent

Third/Upper floor area:

- 2 glass display cases: (21" deep x 46" high x 57" wide)
  - 3 height-adjustable, glass shelves
  - Case dimensions: 46" H x 57" W x 21" D
  - Lighted florescent

**Special Conditions:** Public area; not secured and without special lighting.

### **Exhibition Installation and Security:**

The SWC Library does not provide any special security in its exhibition areas. Exhibitions should not contain high value or unique or rare materials. Digital or physical surrogates should be exhibited when possible. Exhibitions must fit into the display cases and wall spaces provided. Free-standing exhibitions or the addition of computer monitors or supplementary materials will need to be approved by the Exhibitions Committee in consultation with the campus police. Materials that are on loan from staff, faculty, students, or campus organizations are displayed at the risk of the lending party. The SWC Library does not provide any insurance for materials on display or assume any responsibility for the loss, theft of, or damage to any materials on exhibition.

### **Censorship Statement**

The SWC Library supports academic freedom and the free expression of opinion. The SWC Library will not exercise any censorship.

### **EXHIBIT AGREEMENT FORM**

I have read the SWC Library Exhibit Guidelines and I agree to its terms.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Contact Information:**

SWC Library  
Building 620  
900 Otay Lakes Road  
Chula Vista , CA 91910  
Phone Number: 619-421-6700  
Email: [library@swccd.edu](mailto:library@swccd.edu)