



# Southwestern College Library Exhibit Guidelines & Agreement

## Library Exhibitions

To support the institution's mission, vision, and values, the Southwestern College Library Exhibits Committee plans and oversees rotating exhibits that highlight collections and enhance the cultural and academic life of Southwestern College and the larger community. In particular, the Southwestern College Library is committed to presenting high-quality, visually appealing, intellectually stimulating exhibitions that support teaching and learning at Southwestern College.

Preference is given to exhibitions that connect to the Southwestern College curriculum, faculty, students, campus organizations/events, and current events. The Exhibits Subcommittee is responsible for planning all exhibits displayed in the Southwestern College Library. All exhibits are temporary, and SWC Library is not responsible for the installation, maintenance, and deinstallation.

### To propose an exhibition, please:

- **Review this agreement and sign**
- **Submit a separate *Exhibition Proposal*.**

The SWC Library Exhibitions Committee will review the exhibit proposal application. The SWC Library Exhibitions Committee reserves the right to approve or disapprove all exhibit requests, to have final approval for the exhibit layout, and to make all decisions regarding the length of exhibit duration, placement of the exhibit within the library, and content of publicity.

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 and 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 the original state.

SWC Library retains final authority throughout the exhibit. SWC Library reserves the right to request immediate removal of an exhibit or any part inconsistent with the submitted exhibit proposal or any of the *Criteria for Selection*.

## Library Exhibitions Committee

The Exhibits Committee consists of library faculty and staff. It oversees all exhibits in the Library, including decisions and recommendations related to exhibition spaces, exhibit calendar, content, installation, and security. The committee also reviews/approves exhibition proposals and seeks exhibit ideas and partners.

## **Exhibition Locations**

- Various wall space on the top floor (3rd floor) of the Chula Vista campus.
- The Exhibitions Subcommittee will consider any requests to display in areas not dedicated to exhibitions.

## **Criteria for Selection**

- Breadth of appeal
- Educational content relevant to the college disciplines or programs
- Timeliness to current and campus events
- Quality and aesthetic value
- Thematic integrity
- Relation of materials to the campus and community
- Reinforcement of the Library's mission and collection
- Installation logistics and building safety
- Scheduling constraints: proposed exhibits must fit into the Library planning calendar

## **Responsibility of Exhibitor**

The exhibitor is responsible for the process and any costs during the exhibit's transportation, installation, maintenance, and dismantling. If additional hardware is required to display exhibits, it must be museum/gallery quality and must be approved before installation.

The exhibitor must supply museum/gallery quality labels to identify the exhibit and its objects. Labels will be displayed beside each object.

Library staff is not available to install, maintain, or remove exhibits.

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. Library staff is not allowed to mediate purchases or take payments for items.

Exhibits cannot be advertised to suggest that the SWC Library or SWC College endorses the exhibits' content, accuracy, or quality.

Each exhibit will be installed 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. Failure to remove an exhibit by its scheduled closing date may result in the revocation of any opportunity for future exhibits by the exhibitor.

The exhibitor will cover any special costs incurred in preparing, installing, maintaining, and removing the exhibit and repairing any damage to the building or library property caused during its duration.

## **Responsibility of Library**

The SWC Library Exhibits Coordinator may supply publicity information. There is, however, no guarantee of publication. To highlight the SWC Library's holdings, the Library reserves the right to supplement an exhibit with books and

other materials from the SWC Library's collection that are relevant to the exhibit.

**Exhibition Installation and Security**

SWC Library does not provide any special security or insurance for exhibitions or assume any responsibility for the loss, theft, or damage to any materials on exhibition.

**Censorship Statement**

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 agree to its terms.

Signed:

Date: