

## **Thomas Tredway Library Display and Exhibit Policy**

### **General Principles & Purpose**

The Thomas Tredway Library offers limited space on the main floor of the library to individual students, student groups, faculty, staff, and the local community for displays and exhibits. Examples of different displays and exhibits are artwork, poster displays, class projects, examples of cultural life, etc.

While the Library is committed to academic freedom, displays and exhibits that are believed to be discriminatory will not be approved.

### **Guidelines**

- Any costs that are associated with the display or exhibit will be the responsibility of the sponsoring organization or person. This includes any insurance if the organization or individual desires it.
- The librarian in charge of events and displays will review and approve each application.
- Exhibitors must set up and remove their displays within the agreed upon time frame noted on the approved application form.
- The library is not responsible for any loss, theft, or vandalism of any objects or materials that are part of the display/exhibit.
- Library staff is not responsible for transportation, maintenance, security, storage, and/or removal of materials in display/exhibit.
- Library staff will assist with the installation process.
- Displays are not allowed to block any of the building exits or entrances.
- Materials may not be displayed or hung on the walls or stairway of the library.
- The individual or organization will provide, at the time of installation, a list of pieces in the display.
- Each display should include information about the display to provide context.

### **Display cases and panels available for use**

The library has four display cases, and eight large gray panels available for use. Although there are eight panels total, it is possible not all will be available at one time. You may indicate which cases and/or panels you would like on your application form. These items are available on a first come, first serve basis. Please refer to the display application form to select which items you would like to utilize. Gray panels have the option to be used outside of the library for other events.

### **Application & Approval**

The application to request a library display/exhibit can [be found here](#). The google form will be sent to María Emerson to review. A response will usually be provided within 3 business days of receipt of an application. Displays and exhibits are on a first come, first serve basis.

### **Questions**

Please contact María Emerson at [mariaemerson@augustana.edu](mailto:mariaemerson@augustana.edu), or call 309-794-7823, to discuss any questions about a library display/exhibit.