

Gallery KELVIN SMITH LIBRARY EXHIBITION PROGRAM POLICY

EXECUTIVE SUMMARY

This policy document defines the guidelines and operations for Kelvin Smith Library's (KSL) Exhibit Program.

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- KSL Exhibit Policy July 2016 version
- KSL Exhibit Policy April 2018 version

For additional information about library exhibition practices, refer to the Art Libraries Society of North America's [Best Practices for Library Exhibition](#) report published 11/2021

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PHILOSOPHY AND OPERATIONS

KSL EXHIBITION PROGRAM OPERATIONAL EXPECTATIONS

The KSL Exhibit Program exists to feature community-connected projects, KSL collections, faculty and student work, and general campus initiatives and celebrations. The Exhibition Coordinator Librarian oversees the KSL Exhibit Program. Outside exhibitors/exhibit proposers and internal organizational expectations must be scaled to the available staff and resources. The Exhibition Coordinator develops the content of each exhibit or partners with other entities to develop the content.

KSL EXHIBITION PROGRAM STATEMENT

In the 21st-century library, exhibitions are as vital as any other service or function of a library. Aside from providing aesthetically pleasing facilities, library exhibits connect patrons to collections, campus scholarship, and campus programming, and are important to eradicating the bubble of academia by connecting the campus to community experiences. This is achieved through visual engagement with a curated set of objects, text, images, and/or multimedia that offers many perspectives and challenges assumptions. Many exhibits also function as a form of informal education that contributes to the scholarly output of Case Western Reserve University (CWRU). The exhibitions executed by KSL Exhibits support both KSL's and CWRU's strategic planning initiatives.

COMMITMENT TO DIVERSITY AND INCLUSION

Library collections and university legacies historically have not been diverse and inclusive. As part of the work to address this continues, exhibit programs can be on the front line of diversity and inclusion efforts for our institutions. Underrepresented voices and multiple interpretations are sought out in the exhibit development process. KSL Exhibits works with a variety of exhibit proposers representing the greater community. There is an ongoing effort to ensure exhibit topics, programming, and items presented in all KSL Exhibits offer a diverse perspective that welcomes all audiences.

GENERAL POLICIES

PROGRAM POLICIES

- To request an exhibit complete the [Exhibit Request Form](#). Exhibit proposals are approved or declined within a timeframe of two calendar weeks after completion of the form. Questions can be directed to kslexhibits@case.edu
- All exhibit projects are managed by the Exhibitions Librarian. Final approval for exhibit proposals in the Gallery or the O'Neill Reading Room are reviewed and approved by the team leader of Administrative Services. Final approval for exhibit proposals in Special Collections are reviewed and approved by the team leader of Special Collections. See LOGISTICS> SPACES for exhibition projects appropriate for these spaces and SELECTION CRITERIA and GENERAL POLICIES>Scheduling Policies for determinants for exhibits in these spaces.
- If there is an intention for KSL to host an event or program correlating to the exhibit the proposer must disclose this upon the initial request. Catering, shipping, movers, and tech set-up costs are the responsibility of the exhibit proposer.
- If objects are loaned to KSL an [Exhibit Loan Agreement Form](#) must be completed by the exhibitor/exhibit proposer/object loaner.
- Unless an appraisal from a certified appraiser is provided, the CWRU insurance policy can not be extended to items on loan. CWRU insurance does not cover the transport or shipping of the item(s) on loan.
- Exhibitors/exhibit proposers are responsible for providing funding sources for shipping, art handler charges, and if charges are incurred for movers if furniture moves are required for exhibit installation or reception.
- Exhibitors/exhibit proposers must provide content, items on loan, and/or digital files to the Exhibition Coordinator Librarian by the agreed-upon date in the Exhibition Agreement.
- Outlets for promoting an exhibit include *The Daily*, the KSL social media, KSL events webpage, and Campus Groups. The exhibitor/exhibit proposer is encouraged to provide additional promotional methods with outside partners.
- Funding for exhibit supplies not kept in stock by KSL Exhibits will be the responsibility of the exhibitor/exhibit proposer.
- The Exhibitions Librarian installs all exhibits or oversees the installation.
- It is always preferred to display collection items vs. derivatives in secured exhibit cases.

- Fundraising for an exhibit is the responsibility of the exhibitor/exhibit proposer.
- All exhibits are free and open to the public and subject to KSL hours and policies.
- KSL Exhibits will not be used to promote commercial or organizational positions.
- KSL supports academic freedom and expression of opinion as expressed in the [American Library Association Library Bill of Rights concerning library exhibits](#).
- KSL reserves the right to request an advance review of the content to be exhibited and/or cancel an exhibit if terms are not met by the exhibitor/exhibit proposer.
- Exhibitors will be required to fill the physical spaces assigned to them. Generally, one exhibit per exhibit space.

SCHEDULING POLICIES

- The on-view duration of exhibits is four to six months depending on the specific exhibit, event correlations, and/or exhibition space. This reflects the current exhibit schedule, collection management best practices, available staffing for exhibit development, and the academic calendar year.
- Typically, no exhibits “open” in the summer months of June, July, or August barring unique circumstances (i.e. special event correlation, touring exhibit timelines)
- **All exhibits are scheduled with a minimum of six months’ advance notice. Many of the exhibition spaces are booked one year in advance, “first come, first serve.”**
- KSL reserves the right to reschedule an exhibit or exhibit event if conditions permit (i.e. emergency-mandated closures, evacuations, inclement weather).
- KSL reserves the right to extend an exhibit on-view duration with permission of the exhibitor/exhibit proposer if circumstances permit (i.e. withdrawal from another exhibitor).

SELECTION CRITERIA

EXHIBITION TYPES

- **Aesthetically focused exhibits** are for the sake of visual aesthetics, the objects (original or derivative) and arrangement are the intent.
- **Humanities-focused exhibits** are for the sake of conveying a timeline or historical event. Images (photos, manuscripts, etc.) and objects lead, while the text is secondary in an effort to contextualize the idea being presented.
- **KSL collections exhibits** are for the sake of promoting KSL collections, services, or programming events.
- **CWRU initiative exhibits** are for the sake of promoting CWRU programming, faculty/student work, or events.
- **Community initiative exhibits** are for the sake of connecting to community events, DEI, celebrations, or programming.

EXHIBITION DEVELOPMENT PROCESS

- Anyone is welcome to request an exhibit through the [KSL Exhibit Request Form](#)
- The sooner an exhibit proposer communicates intention the better the chances they have for the preferred on-view time range. Some exhibit spaces are booked six months to a year in advance.
- Aside from adhering to the framework in the PROGRAM STATEMENT, GENERAL POLICIES, and EXHIBIT TYPES, proposals with the following qualities have the best chances of selection:
 - Is the content ready to go? (derivatives are high-quality scans, objects are framed and installed with picture wire)
 - Is there enough visually appealing content to fill the assigned exhibit spaces?
 - Is there a commitment of labor for aspects of the exhibit process (i.e. someone will write the exhibit's copy text)?
- Exhibit proposals are approved or declined within a timeframe of two calendar weeks after receipt of a completed KSL Exhibit Request Form.

LOGISTICS

SPACES AND SECURITY

The general decorative wall hangings and spaces not identified in this document (Freedman Center, Clapp Room, and 3rd floor) are not active exhibiting areas.

The Exhibition Librarian determines what exhibit space will be used for each proposed exhibit, though requests for certain spaces are considered. These decisions are based on the type of exhibit, programming needs, security considerations, content type, and the overall schedule of all exhibits. When assigned an exhibit space, the exhibit proposer is responsible for appropriately filling that entire space. There can be too little content and too much content. The Exhibition Librarian will assist with editing these curatorial questions accordingly.

KSL Features Space Pop-up Exhibits

- Exhibit frequency is as needed during active times in the academic year (Sept-May).
- They are “first-come, first-serve,” typically they are scheduled a semester in advance.
- One pop-up on view at a time.
- Specs: Two vitrine cases 6’wide x 3’ deep

Gallery @KSL-1st Floor

- Exhibit frequency is approx. three to four exhibits per calendar year.
- The Gallery @KSL is an open-plan space located on the 1st floor of KSL. This space features modular wall panels. Specs for this space are:
 - Two modular wall panels with four sides of 13’ wide by 8’h display space
 - The adjacent large wall devoted to the University’s Trailblazer portraits is NOT part of the Gallery and not used for rotating exhibitions.
- The wall spaces are installed with a track and cable system, all pieces must be installed with hardware that securely attaches to this hanging system.
- This area is unmonitored. Exhibiting valuable objects in this space is at the risk of the exhibitor.
- This space is best for exhibits and related programming with campus and/or a community focus. It is directly visible from the entrance to the building. Related events can be set up in this area if furniture movers are hired at the exhibitor/proposer’s expense.

O'Neill Reading Room Walls

- Exhibit frequency is two to three exhibits per calendar year.
- This space is located on the 2nd floor of KSL, it consists of two large walls both equipped with track and cable systems:
 - Left O'Neill wall: display space of 24' wide by 9' high
 - Right O'Neill wall: display space of 22' wide by 9' high
 - Both walls must be utilized in the exhibit
- The wall spaces are installed with a track and cable system, all pieces must be installed with hardware that securely attaches to this hanging system.
- This area is unmonitored and not secure. Exhibiting valuable objects in this space is at the risk of the exhibitor.
- Library furniture should be kept 3' away from the wall to ensure accessible access to the exhibit.
- This space is best for exhibits that have a programming component with a large attendance. The O'Neill space can be set up to accommodate a stage and audience-style seating at the exhibitor/proposer's expense, barring high use times in the academic year. This area also has a high student/patron visibility.
- The easterly wall of the O'Neill Room has hanging space between window bays. Due to the library furniture and plant arrangements, these display spaces are not accessibility compliant, thus an active cycle of the exhibition is not pursued in these spaces.

Special Collections Reading Room (Hatch)

- This exhibit space is used to feature items from KSL Special Collections with a high level of curation.
- Exhibit frequency is two exhibits per calendar year.
- The Exhibition Librarian assists the Head of Special Collections in developing these exhibits.

APPENDIX

EXHIBIT POLICY JULY 2016

Exhibit Program Policy

The Kelvin Smith Library (KSL) Exhibit Program connects KSL collections, Case Western Reserve University scholarship and programming, and the greater community through visual engagement. This promotes KSL's role as a campus and community gathering space, as well as providing an initiative found in all premier academic university libraries. Through images, text, artifacts, artworks, and multimedia KSL Exhibits communicates the thesis of an exhibit and creates aesthetically interesting spaces.

Kelvin Smith Library (KSL) Exhibit Program

The goal of the KSL Exhibit Program is to serve as a visual engagement and physical access point for KSL. Overall, this exhibit program enhances the KSL experience and coincides with many of the Goals and Objectives of KSL as specified in the 2015-2018 Strategic Plan.

Objectives of the KSL Exhibit Program:

- To highlight KSL collections and services that are otherwise unknown or underrepresented in regular library use
- To encourage collaboration between KSL staff, students, and the greater CWRU community
- To promote scholarship and projects from both KSL and the greater CWRU community
- To communicate KSL and CWRU events and activities
- To enhance KSL's role as a gathering space
- To educate and entertain

Content

The exhibit program at KSL utilizes images, texts, artifacts, artworks, and multimedia objects to communicate an exhibit's thesis. Both derivatives and original objects are utilized pending security, condition, and environmental circumstances. All KSL exhibits are designed to present objects of visual or scholarly merit while minimizing the possibility of loss or damage. Environment and security are routinely monitored.

Exhibit Spaces

- The Gallery @KSL is an open plan space located on the 1st floor of KSL. This space features modular wall panels and some secure display cases. This exhibit space is intended for exhibits with a high level of curation and designed for an on-view duration of three to six months, requiring planning six months to a year in advance. The exhibit topics range from aesthetically focused art exhibits to idea-focused exhibits for the humanities and sciences.
- Special Collections is located in the Hatch Reading Room space on the 2nd floor of KSL. This exhibit space consists mostly of secure display cases and minimal wall space. Typically this exhibit space is used to feature items from KSL Special Collections. This exhibit space is intended for exhibits with a high level of curation and designed for an on-view duration of three to six months, requiring planning six months to a year in advance.
- Wall spaces throughout KSL provide additional exhibit areas for long-term decorative purposes or short-term promotional purposes.

Access

All KSL exhibits are free and open to the public and are subject to KSL hours and policies. Guided tours of specific exhibits are available by appointment at kslexhibits@case.edu. Visitors are welcome to photograph the exhibits, though flash photography is not permitted. Reasonable efforts will be made to ensure that all exhibits are accessible to everyone. Exhibits in KSL will not constitute a physical hazard or impede regular library use.

Participate

Have an exhibit in mind? KSL exhibition spaces are available! Likewise, are you a student looking for an interesting practicum project? Contact kslexhibits@case.edu. Exhibits in the Gallery@KSL and Special Collections get scheduled a minimum of six months in advance. Curation and development will be the responsibility of the exhibit proposer. This includes concept, object selection, image selection, artist statement/intellectual intent, and written captions. KSL may request the exhibit proposer complete a Lender/Borrower Agreement. KSL will provide a liaison to guide the exhibit proposer through this process and to establish a benchmark timeline. KSL encourages the creation of exhibit catalogs and the incorporation of multimedia technology; associated writing, editing, and formatting will be the responsibility of the exhibit proposer. Being granted permission to exhibit at KSL is subject to review pending feasibility, security, and content review. Exhibits shall not be used to promote commercial or organizational positions. KSL reserves the right to cancel an exhibit. KSL supports academic freedom and the free expression of opinion as expressed in the American Library Association Library Bill of Rights concerning library exhibits.

Exhibit Program

The Kelvin Smith Library (KSL) Exhibit Program connects KSL collections, Case Western Reserve University scholarship, and programming, and the greater community through experiential learning and visual engagement. This promotes KSL's role as a campus and community gathering space, as well as providing an initiative found in all premier academic university libraries. Through images, text, artifacts, artworks, and multimedia KSL Exhibits communicates the thesis of an exhibition and creates aesthetically interesting spaces.

KSL Exhibit Program Spaces:

- Gallery @KSL is an open plan space on the 1st floor that features modular gallery walls and cases
- KSL Special Collections is a gallery located on the 2nd floor featuring several exhibit cases
- Wall spaces throughout KSL provide exhibition areas for long-term decorative purposes or short-term promotional purposes

KSL Exhibit Program FAQs:

- Want to learn more or have an exhibition request? Please contact kslexhibits@case.edu
- Exhibits are on view for three to nine months and are scheduled at a minimum of six months in advance
- Reasonable efforts are considered to ensure exhibits are accessible for all
- Exhibits are free and open to the public, subject to KSL hours and policies