

EXHIBIT AND DISPLAY POLICY

PURPOSE

The mission of the James and Abigail Campbell Library at the University of Hawai'i - West O'ahu (UHWO) is to provide excellent, user-centered service in meeting the information needs of students, faculty and staff. Our goal is to provide users with access to knowledge and to maintain a comfortable and safe learning environment.

The Library hosts exhibits and displays that support the University's mission, programs, and services. Please note that the use of the term "exhibits" throughout this policy refers to both exhibits and displays. This policy defines the scopes, selection criteria, proposal procedures, terms, and guidelines for exhibits; exhibits may originate from within the Library, from any unit on campus, and from the community.

POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the UHWO Library for all users:

- [James and Abigail Campbell Library's Acceptable Use Policy](#)

SCOPE

The Library hosts exhibits throughout the year. Of **primary interest** are exhibits that:

- Promote Library collections, services, and programs
- Support University events, programs, activities, and accomplishments
- Display materials pertaining to themes or events that are of interest to the university and the local community

The following **criteria** will be taken into consideration when evaluating an exhibit proposal:

- Relevance to library collections
- Breadth of appeal
- Educational content
- Quality and aesthetic value
- Balanced point of view and conformity with library and university policies
- Not intended for the financial profit of any individual, organization, or commercial enterprise

- Ease and cost of installation
- Scheduling constraints
- Public safety
- Agreement of exhibitor to all terms of acceptance

APPROVAL

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

Just as the Library does not necessarily endorse the viewpoints of those whose works are housed in our collections, it does not necessarily endorse the beliefs or viewpoints of the topics which may be the subject of our exhibits. Exhibits that portray controversial movements, events, or topics from a balanced, objective, and non-partisan historical perspective will be considered. While the library supports academic freedom, the library reserves the right to accept and/or refuse a perceived controversial exhibit.

TERMS OF EXHIBITION

- Exhibits will be mounted, labeled, and displayed in a manner that reflects positively on the Library and UHWO from both a technical and aesthetic standpoint.
- The exhibitor is only allowed to mount the exhibit in a manner that does not cause damage to the building or property. The exhibitor is responsible for any repairs caused by the installation or removal of the exhibit.
- The exhibitor is responsible for transporting, installing, maintaining, and dismantling all exhibits. Library staff will not be available to hang, remove, or help with the setting up or taking down of any exhibit.
- Exhibits will be installed with safety in mind. Free-standing units must be secured; no loose cords or cabling allowed.
- Exhibits cannot be advertised to suggest that the Library or UHWO endorses the content, accuracy, of quality of the exhibits.
- Exhibits will be set up and removed on the dates as determined by the designated Library Exhibit Coordinator. Failure to follow the schedule may result in forfeiture of the time and space for the exhibit, or the revocation of future opportunities to exhibit in the library.
- The exhibitor accepts all responsibility for the security of the exhibit. Exhibitors concerned with damage or theft should take the necessary precautions to secure and protect it from potential damage or loss prior to installation.
- Prior to installation, the exhibitor shall provide a valid certificate of insurance designating the University of Hawai'i - West O'ahu as "additional insured".

THE LIBRARY'S ROLE

- The Library will respond to exhibit proposals in a timely manner.
- The Library will designate a Library Exhibit Coordinator to serve as the primary library contact for the duration of the exhibit.
- The Library reserves the right to supplement an exhibit with books and other materials from its collections that are deemed relevant to the exhibit.
- The Library and UHWO are not responsible for any damage, theft, or vandalism to the exhibit or its contents.

PROPOSING AN EXHIBIT

1. Exhibitor reads the Library's [Exhibits and Display Policy](#).
2. Exhibitor completes the [Exhibit Proposal Form](#) and submits it to the Library.
3. If approved, copies of the form are forwarded to the Vice-Chancellor of Academic Affairs and the Communications Office.

REVISED: MAY 30, 2018