

## **Library Exhibit Guidelines**

Proposals for temporary exhibits or installations in the University Libraries may be made by any Carnegie Mellon student, faculty or staff member, as an individual or on behalf of a class or campus organization. Although welcoming Carnegie Mellon community use of the areas, the University Libraries strongly assert that library users' rights and expectations for library use are our priority.

Exhibits or installations may be proposed for Engineering & Science Library, Hunt Library, or Mellon Institute Library.

### **Exhibitors' Obligations**

#### Installation and disassembly

1. Exhibit must not interfere with regular library use in any way.
2. Exhibitor must provide all materials and labor for the installation/disassembly.
3. Exhibitor must not damage any library structure or furnishings.
4. Exhibitor must return the library area to its original condition at the exhibit end date.
5. Exhibitor will be charged for damage or clean-up.

#### Signage and Security

1. The name of the exhibitor(s), title of the work(s), and begin/end dates of the exhibit must be posted in the installation area. Exhibitors are encouraged to post an explanatory statement about the exhibit to assist public understanding of the work
2. Security is the responsibility of the exhibitor. The University Libraries cannot insure or guarantee the safety of the exhibition installation or objects in the exhibition.

### **Obtaining Permission**

1. At least two (2) weeks before a desired exhibit set-up date, the exhibitor must submit a completed [proposal form](#).
2. The proposal will be reviewed by the University Libraries Council, which meets weekly during the academic year.
  - a. Exhibitor may be asked to explain or clarify proposal before a decision is made.
  - b. Exhibitor will be informed promptly if clarifications are needed, and about the library's final decision on the proposal.