EXHIBIT POLICY

PURPOSE

This policy provides guidelines for temporary exhibits in the Library and the Learning Commons in support of the mission of Leeward Community College.

EXHIBIT POLICIES AND GUIDELINES

- This policy governs the use of display spaces on the 2nd and 3rd floors of the Library and the Learning Commons.
- This space will contribute to the campus cultural life by offering faculty and students a venue for exhibiting their creative or expressive work to a wider audience. Preferred exhibits are ones that focus on:
  - Leeward Community College campus events or activities.
  - Library collections or services.
  - Cultural and community events.
  - Current or historical events.
  - Student academic or artistic endeavors.
  - Faculty scholarship or related activities.
  - Registered student organization activities.

WHO MAY EXHIBIT?

- Faculty, staff and students of Leeward Community College.

REQUEST TO EXHIBIT

- Exhibit Request form must be submitted at least 2 weeks before start of the exhibit.
- The request will be reviewed by the exhibits coordinator or designated person.

DISPLAY AREAS

- Glass enclosed display shelves at the main entrance.
- Reference, Research and Reading Room (2nd Floor)
SECURITY AND LIABILITY

- The Library and the Learning Commons accepts no responsibility for damage to or loss of pieces at any time while on display or while being transported to and from Leeward CC Library and the Learning Commons.
- The Exhibitor must complete an Exhibit Release Form before the display is installed. Leeward Community College does not provide insurance for any work on exhibit or display.

INSTALLATION

- All work must be ready to display (i.e. mounted, framed, etc.) Exhibitors will also be responsible for providing ready-to-mount labels and delivering the work to and from Leeward CC Library and the Learning Commons.
- All exhibits must be free-standing and displayed in a manner which neither restricts nor impedes access to library materials, equipment and furniture.
- Work will be returned only to the lender or duly authorized agent or representative with proper written permission.
- The Library and the Learning Commons reserves the right to dispose of work not picked up within 14 days of the closing of the exhibition and will not be held responsible for its safety in the interim.

ANNOUNCEMENT AND PROMOTION

- The Library and the Learning Commons can post the exhibit in the Library and the Learning Common’s newsletter, webpage and the Leeward Community College Bulletin. There are bulletin boards that flyers can be posted on.

DATE OF ACCEPTANCE: FRIDAY, JUNE 27, 2014