

Cornell University Library

Olin and Uris Libraries Exhibition Policies and Guidelines

Revised on 9 May 2018

Mission and Purpose

Olin and Uris Libraries exhibitions primarily focus on programs, collections, and services offered by the libraries and related units. We collaborate with other Cornell programs and individuals affiliated with Cornell on a case-by-case basis, and especially those related to humanities and social sciences disciplines. Any exhibitions proposed require a faculty or program sponsor, with exceptions at the discretion of the libraries. Olin and Uris Libraries, including exhibition spaces, are free and open to the public.

Spaces

Olin and Uris Libraries maintain the following exhibition spaces:

- Olin Library, first floor: two horizontal cases, currently located near the New & Noteworthy books; two vertical cases, located outside the Current Periodicals Reading Room
- Olin Library, Lower Level: one large vertical case located near the entrance to B12
- Uris Library Upper Foyer: one large vertical case
- Uris Library Gallery Level: four large vertical cases

Application Process

Exhibiting in Olin or Uris Libraries is by application only. Application materials are available via libadmin@cornell.edu.

Scheduling

Applications must be submitted at least eight (8) weeks in advance of the proposed exhibition. If staff time is required to develop the exhibition, the applications must be submitted at least sixteen (16) weeks in advance.

Exhibitor Requirements

Cornell University Library's Events Coordinator, in consultation with Olin/Uris Library staff, is responsible for accepting, rejecting, and scheduling exhibition proposals. The exhibition should be of general interest and include content appropriate to the focus of Olin and Uris Libraries. Olin and Uris Libraries reserve the right to cancel or remove an exhibition or any part of an exhibition, at any time, due to failure to meet agreed-upon, for inappropriate or incomplete content, or for any other violations of the agreement.

Cost

Olin and Uris Libraries do not charge a fee for the display of materials in the Library. Exhibitions that involve Olin and Uris Libraries staff in the exhibition design or the production of display materials do, however, require a cost share on the part of the Exhibitor, which will vary depending on the exhibition. An estimate of costs for a specific exhibition can be provided upon request.

Exhibition Material Restrictions

Materials in the exhibition must not interfere with Library patron and staff use of the facilities for study, work, learning, safety and employment. Olin and Uris Libraries reserve the right to refuse to accept any exhibition materials at their discretion, including materials which due to content or format compromise the function of the libraries as a Cornell University space welcoming learning and study by any person in any field.

Exhibition Material Ownership and Rights

Physical Materials

1. The exhibition must be de-installed on the agreed-upon date. If the exhibition is not removed at that time, the exhibition materials may be kept, reused, donated, or disposed of at Olin and Uris Libraries' discretion.
2. Exhibition prints and other physical materials produced by Olin and Uris Libraries specifically for an exhibition will be made available to the Exhibitor free of cost upon exhibition completion and may be taken when the exhibition is de-installed. The Exhibitor is free to use these materials for future display elsewhere, or for distribution at their discretion.
3. Olin and Uris Libraries retain ownership of all Library-provided permanent display materials such as, but not limited to, our frames, display cases, screens, movable walls and other tangible exhibition property, after the exhibition has concluded.

Digital Materials

1. All digital files provided by the Exhibitor for a display or exhibition production remain the property of the Exhibitor, but Olin and Uris Libraries reserve the right to reproduce and display digital images from the exhibition in Olin and Uris Libraries for a period of one (1) year following the close of the primary exhibition, without seeking additional permissions from the Exhibitor. After one (1) year any new physical exhibition materials may be given to the Exhibitor, per previous agreement.

2. Unless other agreement has been reached, all digital files used in the exhibition will be disposed of no more than one (1) year following the close of the exhibition, but thumbnail copies may be retained by Olin and Uris Libraries for documentation and record-keeping purposes.

Text

Text from the exhibition may be retained indefinitely by Olin and Uris Libraries for documentation and record-keeping purposes.

Promotion and Photography

Promotion of the exhibition will be produced by Olin and Uris Libraries, at our discretion, through announcements via our website, social media outlets and digital signage. Additional promotion is the responsibility of the Exhibitor. Additionally, Olin and Uris Libraries reserve the right to photograph exhibitions and displays in the Olin and Uris Libraries for promotional, archival and other uses without limitation or additional permissions.

Exhibition Openings, Receptions, and Functions

Olin and Uris Libraries do not typically host exhibition openings or receptions.

Insurance, Loss, or Damage

Olin and Uris Libraries will take reasonable precautions to protect all artwork and exhibition materials, but Olin and Uris Libraries are public spaces and damage or loss may occur. It is the responsibility of the Exhibitor to ensure that all items provided by the Exhibitor for the exhibition are insured against loss, damage or theft to the level of the Exhibitors own comfort. Olin and Uris Libraries and Cornell University will not be held responsible for loss, theft or damage to any part of an exhibition.

If materials are loaned to the exhibitor for an exhibition, Cornell Library will determine who is responsible for insuring the items and will work with the exhibitor to provide adequate and necessary coverage. Please contact the CUL Events Coordinator at cjl10@cornell.edu or 255-4956 to discuss insurance requirements (please note: the exhibitor is responsible for any cost associated with the insurance activities).

Responsibilities

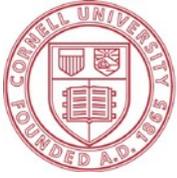
CUL's Events Coordinator will act as the coordinator for the exhibition.

The Exhibitor will be responsible for:

- Delivery of all exhibition materials at least four (4) weeks prior to the opening date of the exhibition.
- Transportation of materials to and from Olin and Uris Libraries (including any applicable insurance and packing).
- Cost-share of exhibition expenses as outlined in the *Exhibition Policies and Guidelines*.
- Collection and removal of exhibition items upon exhibition completion.
- Submit a graphic layout proposal to the CUL Events Coordinator at the agreed-upon date to ensure exhibition materials are of an appropriate size and quantity for the intended space.
- Installation/De-Installation:
 - The exhibitor is responsible for all aspects of the installation of the exhibition according to the contracted dates. The exhibitor agrees to install the art with as little disturbance to users as possible. The Library Exhibition Coordinator will provide hanging instructions for two-dimensional work and consultation throughout the installation.
 - All the artwork, identification labels, and introductory wall text must be installed at the same time as the installation. The scope of the exhibition must not require more than one day of installation. Special circumstances must be approved at the time the *Exhibition Agreement* is signed.
 - Artwork must be framed and ready to hang. The CUL Events Coordinator will work with the exhibitor and Library Facilities to provide standard hardware and equipment.
 - Pedestals and display cases are considered "special circumstances" and must be approved at the time the *Exhibition Agreement* is signed. The CUL Events Coordinator will work with the Exhibitor and Library Facilities to provide the equipment.
 - The exhibition must have an accompanying artist's or organizer's statement that includes an explanation of the artist's affiliation with the University and a statement declaring that the exhibition does not necessarily represent the

views of Cornell University Library. These statements must be on display with the artwork.

- De-installation is the full responsibility of the exhibitor and must occur on the date scheduled by the Library at the mutually agreed-upon time. Similar to installation, the scope of the exhibition must not require more than one day of de-installation time. It is the exhibitor's responsibility to return the used library space to its original state. Any cost incurred to achieve this is the responsibility of the exhibitor.
- Collection and removal of exhibition items upon exhibition completion. Artwork must be removed by the date and time indicated on the *Exhibition Agreement* form (last day of the exhibition according to the *Exhibition Agreement*). No storage for exhibition materials or wrapping is available.



Cornell University
Library

Exhibition Proposal

Proposed Title of Exhibition: _____

Please complete and submit this proposal and required accompanying information to libadmin@cornell.edu. Submission of this proposal does not imply acceptance of the exhibition. Factors including timing, space availability, content of the exhibition, etc., will be taken into consideration. You will be notified within ten working days as to whether your proposal is accepted or denied. Please direct any questions to libadmin@cornell.edu.

Description of Content

On a separate sheet, please provide a description of your exhibition. Proposals must be of general interest and include content appropriate to the focus of Olin and Uris Libraries; the must include a basic outline of the content of your exhibition and how you plan to use the exhibition space.

Representative Images

Please include representative imagery of the work that will be in your exhibition. Include a works checklist (as complete as possible) with medium and size specifications, loan information if applicable (institution name, gallery name, person/artist), estimated insurance value or cost of each piece, and display specifications. If you are e-mailing this information, you may supply .jpg attachments.

Exhibition Dates

Please specify here any dates you prefer for your project (i.e., in conjunction with another event). Library exhibition space is scheduled in advance and it may not be possible to accommodate your specific exhibition dates.

Primary Project Contact and Affiliation Information

Name: _____

Campus Department/Address: _____

E-mail: _____ Phone: _____

Faculty or Departmental Sponsor

Exhibitions must have a Cornell faculty or departmental sponsor. The sponsor must be willing to serve as an additional contact person for the exhibition and oversee proper execution of the *Exhibition Policies and Guidelines*.

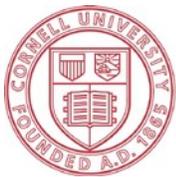
Name: _____

Department: _____

E-mail: _____ Phone: _____

Sponsor Signature: _____

By submitting this form, you are requesting approval for an exhibition in the space available in Olin and Uris Libraries under the terms of the attached *Exhibition Policies and Guidelines*. You will be notified when your proposal is accepted or denied. If accepted, you will need to complete the *Exhibition Agreement* to reserve the exhibition dates. You are required to work with the CUL Events Coordinator to install the exhibition.



Cornell University
Library

Exhibition Agreement

Title of Exhibition: _____

Exhibitor Information

Primary Contact Name: _____

University Group/Affiliation: _____

Campus Department/Address: _____

E-mail: _____ Phone: _____

Faculty or Departmental Sponsor

All exhibitions need to have a Cornell faculty or departmental sponsor. The sponsor must be willing to take responsibility for serving as the additional contact person for the exhibition and overseeing proper execution of the *Exhibition Policies and Guidelines*.

Sponsor Name: _____

Department: _____

E-mail: _____ Phone: _____

Sponsor Signature: _____

I. Dates of Exhibition

Installation Date: _____

Date of Opening: _____

Date of Closing: _____

De-Installation Date: _____

II. Space Requested

Exhibition space assigned (to be filled in by the Library)

- Olin Library, first floor: two horizontal cases, currently located near the New & Noteworthy books; two vertical cases, located outside the Current Periodicals Reading Room
- Olin Library, Lower Level: one large vertical case located near the entrance to B12
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IV. Account Number

- For payment of any costs related to installation, repair, events, de-installation, etc.

University Account Number: _____

IV. Approvals

CUL Events Coordinator: _____

Exhibitor: _____

This form represents the official acceptance of the *Exhibition Proposal* and will reserve the exhibition dates and space listed above. By signing this form, the exhibitor is acknowledging they have read, understand, and agree to the *Exhibition Policies and Guidelines* that accompany this proposal