

## User Art Exhibition in Public Areas of Olin/Kroch Asia and Uris Libraries

Jointly developed by the Public Services and Assessment Cabinet, Library Communications, Facilities, and RMC  
Revised on Dec. 18, 2007

Cornell University Library is a vital part of an institution dedicated to independent thinking. The Library supports exhibitions that contributes to the University's mission and that promotes and advances artistic expression and intellectual dialogue in teaching and learning.

### I. Spaces

The following spaces in Olin, Kroch and Uris libraries are available for art exhibitions organized by the Cornell community:

1. Uris Cafe: walls only
2. Uris Library: at landing outside of Dean Room
3. Olin/Kroch Corridor: using existing hanging system
4. Olin/Kroch Corridor: using portable glass display cases

These are temporary spaces in high-traffic areas. They are only suitable for small, short-term, focused exhibitions. All exhibition proposals are subject to Library approval.

### II. Eligibility

Cornell students, faculty, staff and alumni are eligible to exhibit in the library space listed above. The exhibition must clearly demonstrate its connection to the University's mission and how it will fit within the available library exhibition space. All exhibitions must have a faculty or departmental sponsor.

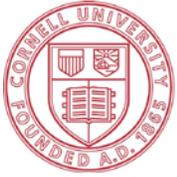
### III. Inquiries and Approval

Eligible individual or group exhibitors should e-mail their request to Cornell University Library Administration at [libadmin@cornell.edu](mailto:libadmin@cornell.edu) at least four weeks in advance of the anticipated exhibition date. The exhibitor will be asked to complete the *Exhibition Proposal* form (Appendix A). Upon approval, the exhibitor will be asked to read the Terms of Agreement and sign the *Exhibition Agreement* (Appendix B). Details of the exhibitor's responsibility are listed therein.

Once approved, the Library will oversee the timely and safe mounting and installation of the exhibition. Library Communications will announce the exhibition on the Library Gateway as space permits. They may also contact university promotional channels to promote the exhibition if possible. Promotion beyond this level is the responsibility of the exhibitor. Any cost associated with the exhibition is the responsibility of the exhibitor.

Approval	Checklist
<p><b>Library Administration</b> Rachel Brill (rlb54@cornell.edu)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ask the requester to complete the Exhibition Proposal Form.</li> <li><input type="checkbox"/> Put the event on Library Event Calendar as temporary placeholder.</li> <li><input type="checkbox"/> Initial and print out this checklist and route it with the completed Exhibition Proposal Form to Library Communications.</li> </ul>
<p><b>Library Communications</b> CJ Lance (cjl10@cornell.edu)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check whether the exhibition will interfere with any scheduled event/project/building maintenance.</li> <li><input type="checkbox"/> Determine if the requested space can physically accommodate the exhibition.</li> <li><input type="checkbox"/> Determine if the exhibition will require additional staffing and indicate impacted library department(s).</li> <li><input type="checkbox"/> Initial checklist, route with the completed Exhibition Proposal to the OKU Patron Space Request Review Group.</li> </ul> <p>Take following actions after receiving the final approval from Library Administration:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inform requester and send the Terms of Agreement and Exhibition Agreement.</li> <li><input type="checkbox"/> Change the schedule from tentative to “final” on Library Event Calendar</li> <li><input type="checkbox"/> Schedule preparation work with the exhibitor.</li> </ul>
<p><b>OKU Space Request Review Group</b> Chair of PSA Cabinet (Li) Preservation Rep (Eden) RMC Rep (Heeran) Facilities Rep (Koons) Communications Rep (Lance)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine if the exhibition is an appropriate use of the public space.</li> <li><input type="checkbox"/> Determine if the exhibition will interfere with library patrons.</li> <li><input type="checkbox"/> Determine whether the exhibition will have an impact on safety and security.</li> <li><input type="checkbox"/> Determine if the exhibition will interfere with any scheduled event/project/building maintenance.</li> <li><input type="checkbox"/> Determine whether the exhibition will involve additional equipment or personnel.</li> <li><input type="checkbox"/> Determine whether the impacted departments can accommodate the resource needs.</li> <li><input type="checkbox"/> Initial checklist, route with the completed Exhibition Proposal to the University Librarian or the Director of Finance and Administration.</li> </ul>
<p><b>University Librarian or Director of Finance and Administration</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Final approval/disapproval of the request.</li> <li><input type="checkbox"/> Initial checklist, route with the completed Exhibition Proposal to Rachel Brill.</li> </ul>
<p><b>Library Administration</b> Rachel Brill (rlb54@cornell.edu)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If request approved, forward decision to CJ Lance for action and copy the Review Group.</li> <li><input type="checkbox"/> If request rejected, inform requester and copy the Review Group.</li> </ul>

## Appendix A: Exhibition Proposal (for requester use)



Cornell University  
Library

### Exhibition Proposal

*Proposed Title of Exhibition:* \_\_\_\_\_

Please complete and submit this proposal and required accompanying information to Cornell University Library, Administration, 201 Olin Library. 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 255-3393.

### Description of Content

On a separate sheet, please provide a description of your exhibition. Proposals must demonstrate your connection to Cornell University and how your exhibition contributes to the mission of the University along with 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 of cost of each piece, and display specifications. If you are e-mailing this information, you can 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 Terms.

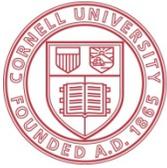
Name: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

By submitting this form, you are requesting approval for an exhibition in the space available in Uris, Olin, or Kroch Libraries under the terms of the attached *Exhibition Agreement*. 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 Library Exhibition Coordinator to install the exhibition.



## Terms of Agreement

Proposed Title of Exhibition: \_\_\_\_\_

After a proposal is accepted by the Library, exhibitors are responsible for all aspects of the exhibition, including funding, curation, installation, promotion, and de-installation.

### I. Eligibility & Approvals

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- Cornell students, faculty, staff and alumni are eligible to exhibit in the outlined space in Uris, Olin, and Kroch libraries upon the Library's approval of the *Exhibition Proposal*.
- Proposals must clearly demonstrate your connection to the University mission and include a basic idea of the content of the exhibition and how you would plan to use the space.
- Submission of an *Exhibitor Proposal* form does not guarantee approval of the exhibit. Decision factors include timing, available space, compliance with various Cornell's policies, etc.
- If approved, a meeting must be scheduled with CJ Lance, Library Exhibition Coordinator, to discuss exhibition plans in detail. Contact her at [cjl10@cornell.edu](mailto:cjl10@cornell.edu) or 255-4956.
- Exhibitors must secure a Cornell faculty or departmental sponsor to serve as an additional point of contact and for oversight throughout the project.

### II. Scheduling

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- The exhibition will be scheduled so as not to conflict with on-going Library exhibitions or events.
- Scheduling is done through the Library Administration office.
- After the *Exhibition Proposal* is approved and an exhibition date is agreed upon, the *Exhibition Agreement*, issued by the Library, will officially reserve the space. This agreement will finalize exhibition, installation, and de-installation dates.
- Extension of an exhibition beyond the pre-arranged duration is subject to Library approval.

### III. Installation

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- 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 respect to the space and its users. 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 Library Exhibition 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 Library Exhibition 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.

#### IV. Insurance

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- 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 Library Events Coordinator at [cjl10@cornell.edu](mailto:cjl10@cornell.edu) or 255-4956 to address the following situations (please note: **the exhibitor is responsible for any cost associated with the insurance activities**):
  - a) If insurance is provided by the donor or lender, the Library Events Coordinator will contact Risk Management & Insurance who will require a waiver of subrogation in Cornell's favor to be included in the contract.
  - or.....
  - b) If Cornell is required to insure the items, Risk Management & Insurance can do so and there will be a charge for the insurance (exhibitor's university account number required). The Library Events Coordinator will report the items and the value to Risk Management so that they can make the appropriate arrangements.

#### V. Security

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- The Libraries are accessible to the public during all hours of operation. The exhibition spaces are not necessarily secure, enclosed or alarmed. By exhibiting work in the Libraries, the artist/curator/exhibitor accepts full responsibility for any damaged or stolen work while it is on the premises. **Tattle tags can be installed** to assist in the prevention of theft but are considered a deterrent rather than prevention.

#### VI. Programs/Receptions

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- No opening/closing receptions or special programs are allowed in the exhibition spaces.

## **VII. Artwork Sales**

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- The Library cannot serve as a broker for work on display. Exhibitors are welcome to leave price lists, artist biographies, and any other pertinent information for distribution to patrons. Please include preferred contact information.

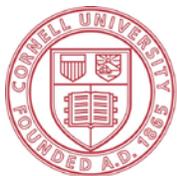
## **VIII. De-Installation**

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- 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.

The Library reserves the right to make changes to the terms above.

**Appendix B: Exhibition Agreement (for requester use)**



**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 Terms.

Sponsor Name: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

**I. Dates of Exhibition**

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Installation Date: \_\_\_\_\_

Date of Opening: \_\_\_\_\_

Date of Closing: \_\_\_\_\_

De-Installation Date: \_\_\_\_\_

## II. Space Requested

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

- Uris Cafe: walls only
- Uris Library: at landing outside of Dean Room
- Olin/Kroch Corridor: using existing hanging system
- Olin/Kroch Corridor: using portable glass display cases

## IV. Account Number

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

University Account Number: \_\_\_\_\_

## IV. Approvals

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Library Exhibition 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 *Terms of Agreement* that accompany this proposal