

## Special Collections Exhibit Policies for Guest Exhibits

### Practical Matters of Exhibiting

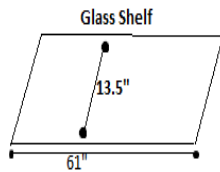
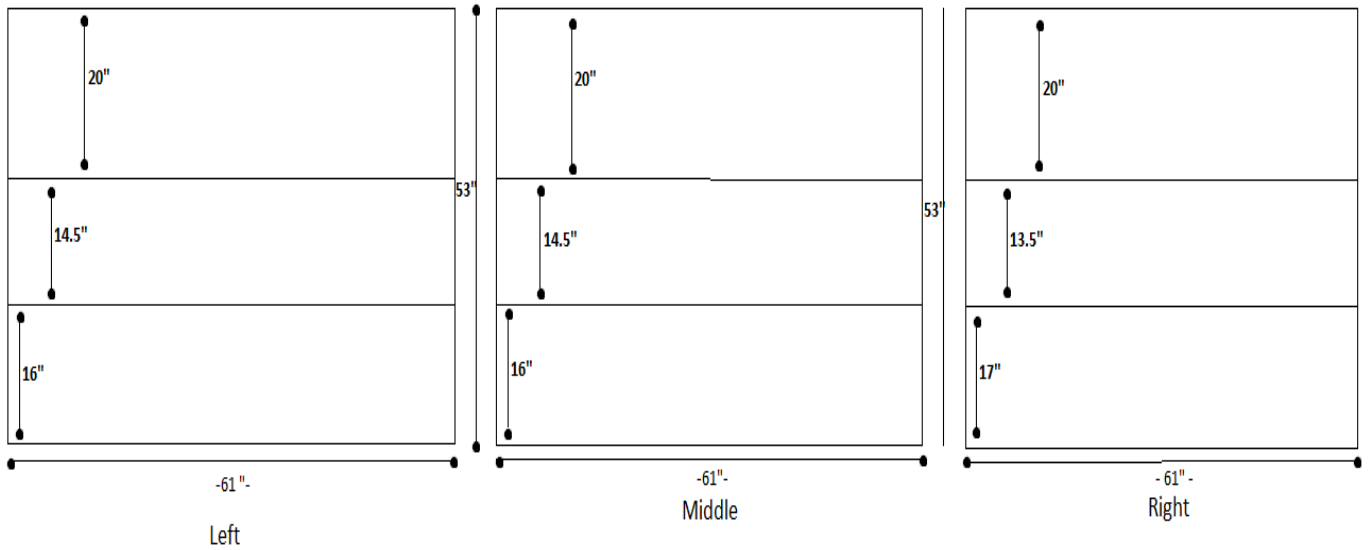
#### Case Specifications\*

\*Specifications based on the current shelving arrangement as of September 2014

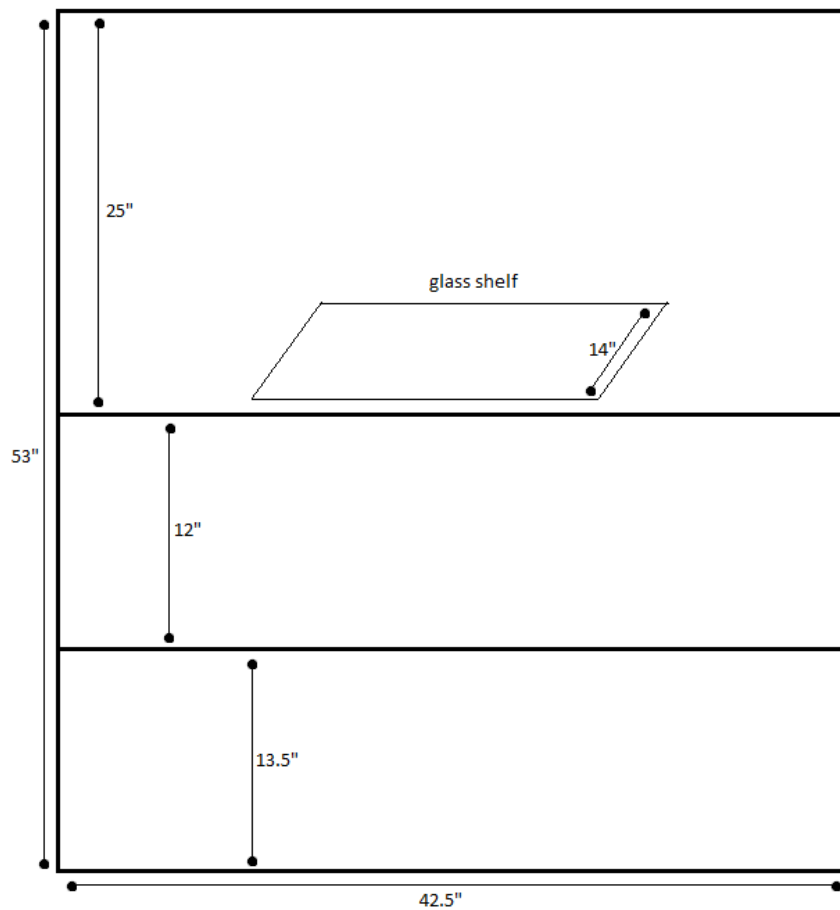
Glass shelves are adjustable. The liaison in Special Collections will move or arrange to have moved all shelves. **Guest exhibitor may not move the shelves themselves, but can request that they be adjusted. Please plan in advance if you will need shelves moved.**

#### 3-Case Group

Note: All cases need to be reserved for one exhibit.



Single Case outside of Rhinehart Room (Current Shelving Arrangement as of September 2014)



### Exhibit Mounts & Easels

The Special Collections liaison will provide appropriate exhibit mounts typically used with Special Collections exhibits. Exhibitors are welcome to provide their own when Special Collections does not have the appropriate holders and when the holders will not damage the cases.

### Access to Cases

The Special Collections liaison or another staff member will unlock and lock the exhibit cases for installation and deinstallation. All installing and removal must happen between 8:00 a.m. and 5:00 p.m. so that the cases can be locked and unlocked while staff is available.

## **Mounting Items on Walls**

The only area in which exhibitors can mount items on the walls is inside the cases. Special Collections will provide the appropriate means of mounting paper items. Original items may not be mounted on exhibit walls.

Under no circumstances may anything be mounted on the wood paneling outside of the cases. Special Collections will provide easels for introductory or oversize panels.

## **Cleaning the Cases**

Special Collections will ask Library Housekeeping to clean the cases prior to the scheduled installation date.