

# George A. Smathers Libraries Exhibit Procedure Guide

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## *Smathers Libraries Exhibits Policy*

The George A. Smathers Libraries have an active exhibition program that shares, interprets, and promotes the collections. Exhibits support and enhance the Libraries' role as an intellectual center of the university.

Challenging and innovative exhibits are to be carefully developed in order to support the mission of the Libraries and the University. Library exhibits are a scholarly endeavor. They promote interdisciplinary approaches to research and teaching and stimulate intellectual curiosity. Items included in exhibits are primarily from the Libraries' collections and supplemented, as appropriate, with materials from other sources.

Exhibits within the Libraries are managed by the Libraries and must have a Library faculty or staff member as primary curator. The curator(s) work(s) in consultation with the Exhibits Director and Exhibits Associate to plan, develop, install, and promote exhibits within the Libraries. Co-curating and collaboration within the Libraries' various collections and with campus departments, the community, and other institutions is encouraged.

The Libraries do not develop or host exhibits with the sole or principal purpose of promoting agendas of organizations outside the Libraries, or to advocate for specific political, philosophical, or religious viewpoints. The Libraries do not display unsolicited exhibits.

The Libraries may elect to use exhibit materials prepared by other organizations not affiliated with the university, such as traveling exhibitions. They may also elect to create traveling exhibitions, which may be loaned to other institutions partially or in their entirety. The intellectual property and content of such exhibitions cannot be modified. The Libraries may also serve as the archive for traveling exhibitions produced in house or elsewhere.

Physical exhibitions created by the Libraries shall have complementary online component(s) as appropriate. All online material created for, or in conjunction with exhibitions shall be archived and publicly available in the University of Florida Digital Collections (<http://ufdc.ufl.edu>).

All exhibitions are open to the public and free of charge. Exhibits are open during the same hours as the building in which they are housed, unless otherwise specified and with occasional exceptions for maintenance requiring the opening of the cases.

The Director of Communications, together with the Exhibits Director, provides appropriate images and credit lines for distribution and use by the press.

## Roles and Responsibilities

The Exhibits Director and Exhibits Associate work with subject specialists and collection managers to develop and support exhibits across the Smathers Libraries, including the branch libraries, departmental libraries, and the Health Sciences Center Libraries as well as online and traveling exhibits.

	<b>RESPONSIBLE</b>	<b>CONSULTS</b>	<b>PARTICIPATES</b>
Subject Matter / Theme	Curator	Exhibits	
Object Selection	Curator	Collection Manager Exhibits	Collection Manager Exhibits
Conservation Request	Curator	Collection Manager Exhibits Conservation	
Digitization Request	Curator	Collection Manager Conservation Digital Support Services	
Creative Direction / Design	Exhibits	Curator	
Interpretation / Labels	Curator	Exhibits	
Final Text / Editorial	Exhibits	Curator	
Printing	Exhibits	Curator Facilities	
Installation / De-Installation	Exhibits	Curator	Curator
Programming / Events	Curator	Supervisor Administration Development Communications	Exhibits
Copyright / Fair Use	Curator	Scholarly Communications Librarian	Exhibits
Incoming / Outgoing Loans *	Exhibits Director	Curator Collection Manager Conservation	

\* All loans must be approved by the Dean of the Libraries or Senior Associate Dean of Scholarly Resources & Services

<https://exhibitions.uflib.ufl.edu>

# Timeline for Exhibits at the George A. Smathers Libraries

\* All times are approximate and may require more notice depending on existing projects and commitments by individual departments

\* Exhibits with overdue deadlines may be canceled or postponed

<u>MINIMUM 12 months</u> before opening preferably 24 months before opening	<ul style="list-style-type: none"> <li>• Curator(s) submit exhibit proposal form with Chair/Supervisor's signature</li> <li>• Curator(s) meet with Exhibits Director to discuss idea, space, and dates</li> </ul>
10 - 12 months before opening	<ul style="list-style-type: none"> <li>• Research and planning</li> <li>• Exhibit topic is narrowed and finalized</li> <li>• Curator(s) meet with necessary staff (Communications/Social Media, Development, Dept. Chair, etc) to develop programming</li> <li>• Curator(s) meet with Conservation to discuss possible item needs</li> <li>• Curator(s) meet with DSS regarding digitization needs</li> </ul>
9 months before opening	<ul style="list-style-type: none"> <li>• Research and planning</li> <li>• Curator(s) create preliminary object list; send to Exhibits, Conservation</li> <li>• Curator(s) meet with Conservation, make requests as appropriate</li> <li>• Curator(s) send items to be digitized to DSS</li> </ul>
6 months before opening	<ul style="list-style-type: none"> <li>• Research and planning</li> <li>• Curator(s) refine object list</li> <li>• Final digitization and conservation requests are made (small items)</li> </ul>
4 months before opening	<ul style="list-style-type: none"> <li>• Curator(s) finalize object list, send to Exhibits &amp; Conservation</li> <li>• Curator(s) begin writing labels</li> </ul>
6 weeks before opening	<ul style="list-style-type: none"> <li>• Curator(s) and Exhibits Dept. select all graphics</li> <li>• Images and text selected for online exhibitions</li> <li>• Draft labels formatted in accordance with Style Guide due to Exhibits Dept.</li> </ul>
5 weeks before opening	<ul style="list-style-type: none"> <li>• Final selections made for online exhibition and digital screen(s)</li> <li>• Curator(s) meet with necessary staff to finalize event programming</li> </ul>
4 weeks before opening	<ul style="list-style-type: none"> <li>• Exhibits Dept. request any oversized printing</li> <li>• Publicity information sent to Director of Communications</li> </ul>
3 weeks before opening	<ul style="list-style-type: none"> <li>• Final labels due to Exhibits Dept.</li> <li>• Exhibits Dept. prints labels</li> </ul>
1 week before opening	<ul style="list-style-type: none"> <li>• Exhibits Dept. and Curator(s) install exhibit</li> </ul>
1 week after opening	<ul style="list-style-type: none"> <li>• Exhibits Director submits final object list to the Institutional Repository and applicable collateral materials</li> </ul>