

LIBRARY DISPLAY POLICIES

Purpose

The purpose of the Schauerman Library's display areas is to provide exhibitions that are visually and educationally stimulating for the El Camino College community. The Library Display Committee, consisting of librarians, library staff, and the campus graphic artist will select and approve displays.

Exhibits

The Committee has established the following guidelines to ensure proper management of these areas.

- Acceptable exhibits shall include campus and nationally recognized events and holidays, such as ethnic awareness months and similar celebrations.
- Exhibitions are accepted at the discretion of the Library Display Committee. Exhibitors are responsible for contacting library staff regarding the organization and arrangement of the displays. Exhibitors are responsible for ensuring a timely set-up, dismantling and pick-up of exhibit items. Note: the Library will not provide storage for display items.
- Exhibitors must work in collaboration with library staff when installing displays. Exhibitors are not allowed to use any equipment, tools, adhesives or other materials that will damage walls or otherwise mar the facility.
- Exhibits will be considered from the following groups: student organizations, faculty, students and members of the community, as selected by the Committee.
- Designated display areas include the walls, permanent and portable display cases in the Library lobby.
- Wall displays shall be exhibited for one month periods. Shorter exhibition periods are available for other display areas.
- Insurance and inventory forms shall be submitted to the Committee by the exhibitors prior to the installation of their exhibitions.
- The Committee will maintain an exhibition calendar and will periodically solicit exhibition applications as needed.
- Displays may not include offensive materials as determined by the Committee.
- Food products and other perishable items are not allowed for displays.

Impromptu Displays

- Impromptu displays will be considered and accepted with the concurrence of at least two members of the Committee.

- Impromptu lobby exhibition areas include unassigned display cases, small tables in lobby locations that will not impede the flow of patron traffic. There shall be no more than 2 impromptu displays in the lobby at any time.
- Wall display areas are generally not intended for impromptu exhibits.

Display Policy: Addendum

NOTE: Exhibits in the Library may not include any use of DVD or other video presentations. Concerns have been forwarded to staff re: the noise that has been generated by previous exhibitions. Please plan your exhibitions accordingly.