

James A. Michener Library

University of Northern Colorado

External Exhibits Policy

The University of Northern Colorado Libraries uses its exhibit areas to increase student, faculty, and staff awareness of library collections, services, and events; to highlight university events or events of local or national significance, especially as they relate to library resources; and to enlighten library users and contribute positively to the library's environment.

Exhibit Areas

Two exhibit areas on the first floor of the James A. Michener Library are available for displays.

- Space on east side of the center stairwell.
- Exhibit cases and wall space on the west side of the center stairwell.

Requests for Exhibit Space

The James A. Michener Library accepts applications to use exhibit space from University of Northern Colorado academic programs.

- An Exhibit Proposal Form must be completed to apply for exhibit space. Applications will be reviewed upon receipt.
- In addition to academic program sponsorship, all exhibits must be endorsed by a UNC faculty member, administrator, or staff member to be accepted.
- Annually recurring displays must apply for exhibit space every year.

Criteria for Exhibits

Exhibit proposals will be evaluated for content, originality, design, and use of appropriate materials. Exhibits accepted for display in the library's exhibit areas should satisfy the following criteria:

- Exhibits must promote or relate to the materials, services, or functions of the library.
- Exhibits must be of interest to the broad university community and relate to the mission of the university. They may be tied to an event, but should not be promotional in nature.
- Exhibits must be of high-quality design and execution. They may not include perishable materials. They should include professional looking signs and labels including a label indicating the academic program responsible for the display.
- Exhibits must be displayed within the locked exhibit cases or on accompanying wall space or easels.

Duration of Exhibits

The exhibit areas are available for one month or less. A specific date and time must be arranged for the installation and removal of the exhibit. Exhibits must be removed by the specified date since other exhibits may be scheduled for the space. The library will not be responsible for materials left in exhibit cases after that date.

Rev. 10-08