

## Scheduling and Creating Displays and Exhibits for Students, Faculty, and Staff

The library has a variety of display/exhibit areas available to Skidmore students, faculty, and staff throughout the year. Each area is unique to the types of materials that can be put on display and the length of those displays/exhibits.

### Display and Exhibit Definitions:

A display is a selection of circulating library items that can be borrowed by patrons with little accompanying text aside from a sign. Displays run for shorter amounts of time (2 weeks). An exhibit typically is a curated selection of items paired with text and/or images that runs for a longer amount of time (6 - 8 weeks).

### Scheduling a Display/Exhibit:

Please contact the individual person connected to the display/exhibit area to ask about scheduling. These areas are subject to availability.

### Display/Exhibit Responsibilities:

Librarians will help with installation of displays/exhibits.

If you are designing a display/exhibit, you are responsible for making a list of any materials you'd like on display. You are also responsible for the creation and printing of any signs and exhibit case labels.

Personal items may go on display, but the library is not responsible for those items if damage or theft occurs.

## Greenspace (East Apse)

There are 3 flat display cases in the area known as the Greenspace where our plants are located on the first floor. These cases are next to windows and receive a lot of sun without temperature control, so they are not appropriate for exhibits with rare or fragile materials. Circulating materials can be placed in the display cases as well as personal items. Please be aware that personal items may be subject to direct sunlight and temperature fluctuations each day.

### Glass Exhibit Cases

**Location:** Library 1st Floor Greenspace (East Apse)

**Length of Exhibit:** 6 weeks

#### Types of Cases:

- 3 rectangular display cases for primarily flat displays
- Each case measures approximately 56" X 25"
- 2 cases are 5" in depth, and 1 case measures 8" in depth

#### Materials for Display:

- Circulating collections may go on display (materials must be checked out to display creator)
- Personal items
- Not appropriate for rare or fragile materials

**Contact:** Johanna MacKay (jmackay@skidmore.edu)



## Creative Corridor Spaces

The Creative Corridor is the central area on the first floor and features several different exhibit and display spaces.

### Column Exhibit Cases

**Location:** Creative Corridor

**Length of Exhibits:** 6 - 8 weeks

**Type of Case:**

- 2 tall (62" height) display cases located between each column
- Each case has up to 4 shelves that measure 30" X 30"
- All of the shelves are adjustable for differing heights

**Materials for Display:**

- Circulating collections may go on display (materials must be checked out to display creator)
- Personal items
- Appropriate for artists' books

**Contact:** Yvette Cortes (ycortes@skidmore.edu)



### Single Exhibit Case

**Location:** Creative Corridor, Next to Library 118

**Length of Exhibits:** 4 - 6 weeks

**Type of Case:**

- 1 rectangular display case measuring 43" X 20" and measures 13" deep

**Materials for Display:**

- Circulating collections may go on display (materials must be checked out to display creator)
- Personal Items
- Appropriate for artists' books

**Contact:** Yvette Cortes (ycortes@skidmore.edu)



### Circulating Display Bookcase

**Location:** Creative Corridor

**Length of Display:** 2 weeks

**Types of Display Cases:**

- 1 bookcase that holds 30 - 45 items (depending on the size of materials)
- Bookcase shelves are adjustable

**Materials for Display:**

- Circulating materials (patrons will be able to take and borrow items off the display)

**Contact:** Johanna MacKay (jmackay@skidmore.edu)

