

SKIDMORE LIBRARY DISPLAY POLICY

Skidmore Library provides several designated spaces for members of the Skidmore Community to curate displays and exhibits within the library, with the goal of furthering our mission to provide access to collections and spaces that foster lifelong learning, intellectual discovery, and encourage participation in global society. Library displays are an important part of providing a welcoming and intellectually invigorating environment for the Skidmore community and are also a component of the Library's services and outreach programs. Priority for display space shall be given first to displays generated by Scribner Library.

Goals of library displays:

- Promote or support the Library's activities, services, resources, and collections
- Promote or support Skidmore College events, people, history, programs, activities, services, resources, and accomplishments
- Provide information on subjects of topical interest to the Skidmore Community
- Promote dialogue, learning, and mutual understanding

To be considered displays should conform to these guidelines. Library staff reserves the rights to approve or disapprove all display requests, to have final approval for the layout of the display, and to make all decisions regarding length of exhibit duration, and placement of the display within the library. To propose a display or exhibit, please [submit our library display form](#). After submission, a librarian will contact you to discuss the proposal.

Special Collections:

If you are interested in creating a display using Special Collections materials please contact Special Collections directly at speccoll@skidmore.edu or 518-580-5509.

Guidelines:

1. Must be proposed/organized/arranged/sponsored by a member of the Skidmore community
2. Must align with the [Skidmore Library mission](#) as well as [the mission of Skidmore College](#)

3. Scribner Library has the right to review the display before it is exhibited. The Library does not accept displays that are judged to be commercial, illegal, or inappropriate for public viewing in a place that is free and open to people of all ages. Discretion to accept any exhibit is left to the staff.
4. The display may explore but should not endorse the political, religious, or social doctrines of any single person or group, or support the financial profit of any individual, organization, or commercial enterprise
5. As in Library collections, displays should endeavor to present a wide cross-section of topics that will appeal to varied ages, genders and interests.
6. Displays must conform to the space restrictions of the assigned areas and be securely affixed to display surfaces
7. Displays are not to include any items that are hazardous or to damage the display cases.
8. Scribner Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.
9. Display must maintain public safety expectations and adhere to ADA compliance
10. Displays are considered on a first-come, first-served basis and are booked through library staff. Individuals or organizations may book one display at a time.
11. Scribner Library reserves the right to cancel any planned display should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action.
12. Scribner Library reserves the right to remove/discontinue a display at any time
13. A notice, stating the following, is to be posted with each display:
 - a. The material within this exhibit is the presentation of [the individual or organization responsible for the exhibit].

In the event that there is greater demand for display space than physical space constraints allow, the following selection criteria will be considered:

1. Priority for display space shall be given first to displays generated by Scribner Library.
2. Relation of the display to other events or exhibits in the community
3. The educational content of the display -- ranging from advanced scholarly contributions to general informational value
4. Broadness of appeal of the main theme of the display

5. Appropriateness of subject, technique, and style for intended location and audience