This policy defines the philosophy, goals and acceptance guidelines and procedures for exhibits and public art displays in the University of Kentucky William T. Young Library (WTYL).

I. Purpose of Exhibits

UK Libraries mission is to support teaching, research and outreach at UK with the best possible services and resources for students, faculty, and staff and to provide an attractive, engaging space for study and research.

Exhibits at WTYL are a valuable part of UK Libraries public services outreach and user education program and should adhere to the following guidelines: inform, educate, entertain, and promote University of Kentucky information resources and services. Exhibits should focus on topics consistent with the scholarly and cultural concerns of the University; not to represent personal, political, religious, commercial, or organizational positions. Exhibit themes and contents not meeting these criteria will not be approved for display within WTYL.

Goals
- Nourish intellectual, aesthetic, and creative growth
- Educate the university community on particular topics
- Enhance the strategic mission and development goals of the library
- Support university events, programs, symposia, activities, and accomplishments
- Promote university and community relations
- Recognize library supporters, friends, and donors

II. Online Application for Exhibits

All requests for exhibit space should be submitted to the WTYL Exhibits Coordinator via online application in advance [https://libraries.uky.edu/](https://libraries.uky.edu/). Library Administration reserves the right at its sole discretion to approve or disapprove any exhibit requests as well as the location, arrangement and duration of exhibits. UK Libraries is not responsible for lost, stolen, or damaged materials while displayed in the WTYL.
III. **Exhibit Planning and Scheduling**

WTYL provides several display cases, accessories and exhibit areas. Of the seven-acrylic display cases, four measure 44” X 22” and the remaining three measure 22” X 22”. Each case measures 18 inches in height. Six, 6-foot triangular freestanding kiosks are also available.

The requestor shall complete the online exhibit request form and work with the Exhibits Coordinator for approval, scheduling, and coordinating the use of display cases and other display items. The Exhibits Coordinator will list the exhibits on the WTYL website for the duration of the exhibit.

An effort will be made to maintain a varied series of displays. Exhibits should be scheduled for a period of 6-8 weeks and no longer than an academic semester. Exhibits may be scheduled for shorter periods and on an *ad hoc* basis. Persons wishing to host or organize an exhibit must have a University of Kentucky staff or faculty sponsor and submit the online exhibit request form. The exhibitor is responsible for coordinating assembly and disassembly of the exhibit with expected completion same day unless otherwise arranged.

IV. **Display Areas**

There are several areas in the WTYL that can be suitably arranged. Core 1 of the basement and the outer walls of the Hub also provide an area for more diverse displays.

1. Library Main Lobby: Large area around the security desk and along the pillars to the permanently displayed Overbrook Tapestry, accessible any time the library is open. Exhibits in this area would need to be displayed in an acrylic display case or kiosk.

2. Rose Street Entrance: This area is suitable for posters and other wall art upon approval.

3. Second Floor Railing: Flags and banners may be displayed from the second floor railing for viewing from the lobby.

4. Basement, Core 1: Open core that has both areas for display cases as well as wall space for hanging art.

5. Basement, The Hub: Walls on the outside of the Hub are suitable for virtual displays.

V. **Guidelines for Exhibiting Library Materials**

Library material placed on exhibit should be visually appealing, i.e., not unattractive or dog-eared. If the cover is uninteresting, perhaps the spine is worth displaying or the book may be opened to a nice title page. Captions are strongly encouraged to better educate the public on the display. QR codes placed at eye level on the case glass will facilitate connecting viewers with webpages or descriptions that are more detailed. Avoid displays that are overly “text-heavy.” The most effective exhibits will incorporate a mixture of library resources, visuals, and text. Text/labels should be concise (ideally 50 words or less) and large enough for easy reading at the viewing distance.
Exhibits and displays must be placed so as to accommodate physical safety considerations: No loose cords or cabling; free-standing units must be secure; and ease of egress from the exhibit for emergency purposes assured. The exhibits must be set up so as to accommodate disability access.

1. **Handling and Physical Support**: Physical supports should be designed and used to avoid damage and stress to fragile materials. These supports should be of acid-free materials and sufficiently strong to provide support for the duration of the exhibit. Mylar ribbons of sufficient width and flexibility should be used to gently restrain book pages that need to be held open. Under no circumstances should books or other materials be forced open or unnaturally restrained and positioned for display. All supports should be as visually and physically unobtrusive as possible and should be clean, well crafted, and of uniform materials and appearance. The library has a limited number of supports that can be requested from the Exhibits Coordinator. Nails, staples, permanent mounting tape and pins are NOT to be used to secure any display items to the wall, kiosk, or acrylic cases. Instructions about proper care of the acrylic will be provided by the Exhibits Coordinator at the time you assemble your display. No general cleaning products, paper towel wipes or sticky tapes are to be used on the acrylic. No items, especially food or drink are permitted on a display case.

2. **Restricted Materials**: Very fragile, rare, unique, or otherwise extremely vulnerable materials should not be exhibited unless special arrangements are made in consultation with the Exhibits Coordinator and the appropriate collection custodian. Original archival items or artifacts should never be on display in direct sunlight or in indirect light for more than 12 weeks.

3. **Length of Exhibits**: Exhibits will usually be scheduled to run from 6 to 8 weeks, depending on the nature of the exhibit and the demands of the schedule. Exhibits should not be continuously exhibited for more than an academic semester.

4. **Food in exhibits**: Consider artificial food, empty packages, and/or food sealed in jars or cans as alternatives. Having real food, even processed/packaged foods, in a display case is prohibited for several reasons:

   a. **Mold**: “unappetizing” for the viewer, unsafe to handle as the exhibit is taken down, and the spores can spread to the books.

   b. **Pests**: food (even sealed foods) will attract pests.

   c. **Off-gassing**: housing aromatic foods in an enclosed place with books can cause damage, as the books will absorb the odors of the food.

5. **Flags and banners**: The guidelines regarding the display of national flags is found in the United States Code Title 4 Chapter 1, summarized as follows. No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag’s own right, and its staff should be in front of the staff of the other flag.
The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the windowsill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.

Banners that are flown from the railing during homecoming: Each group is responsible for all materials used in making and hanging its banner. No material that would be harmful to the building (such as nails or duct tape) may be used in the construction or hanging of the banner. Banners should be made of fabric, no larger than a twin size bed sheet. The top of each banner must be securely fastened (sewn or otherwise; staples are unacceptable) to lightweight PVC pipe so the banner falls downward. The pipe is then to be tied to a library railing.

VI. Publicity

Exhibits are publicized in a variety of ways: features on the Main Library homepage, lobby signs, press releases in UK publications and departmental news bulletins, etc.

http://www.uky.edu/Graphics/SignagePolicy.pdf


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