

lib.calpoly.edu/exhibits
KENNEDY LIBRARY EXHIBITS

Gallery Display Procedures

- Gallery displays are pre-approved and scheduled by library staff.
- Gallery display space is available on a first-come, first-served basis.
- Reservations and proposals can be made up to two quarters in advance.
- Library displays, programs, events and information have priority.
- The library encourages display organizers to have an affiliation with Cal Poly.

Sale of artwork

- Display space is not for the sale or promotion of business products and services, or the sale of artwork.

Security

- Due to the open nature of the library's public spaces, neither the University nor the library can assume responsibility for the security of exhibit items.

Length of displays

- All displays are temporary. The library reserves the right to set time limits for the duration of each display, which generally run up to four weeks.

Publicity and promotion

- Displays must include a sign with the name of the sponsoring organization or individual, and contact information.
- All advertising must include the name of the sponsoring group(s), a contact person and an email address for more information.

Affiliated receptions or events

- The library is unable to accommodate receptions or events for displays associated with community gallery use.

Robert E. Kennedy Library

GUIDELINES FOR COMMUNITY EXHIBITS AND GALLERY SPACES

Kennedy Library provides a creative and inspired environment for students, faculty and the community to share their work. These guidelines will assist with the reservation process and gallery procedures.



EXHIBIT DISPLAY SPACES

The Kennedy Library is proud to provide distinctive public spaces to share the creative and scholarly work of Cal Poly students and faculty, and members of the broader Cal Poly community. The library can display two-dimensional works such as paintings, drawings, photographs, or poster presentations in two distinct spaces:

- The Library Gallery: Display panels suitable for informal mounting or use of a hanging system, under the main stairwell near the library's main entrance.
- The Café Gallery: Gallery rail systems are available on two walls in the Julian's Café area. Items must be framed.

Promotional Display Space:

The library also has a small display case and bulletin board that can be reserved for campus event and student club information, at the top of the second floor landing. *Contact us to check display and exhibit schedules and/or discuss using one of these spaces.*

Exhibit Content

The library retains the right to determine the suitability of any proposed exhibit. Please be aware of the following considerations when submitting a proposal:

- Library exhibit spaces are not exclusively gallery spaces and are not considered a public forum. These areas also serve as passageways for employees and members of the general public of all ages to reach certain library services.
- Accordingly, the library discourages proposals containing images that include significant elements of sexually explicit imagery, nudity or graphic depiction of violence.
- Exhibitors must submit copies of all representative works to be displayed (digital or printed), at least 2 weeks in advance of the proposed exhibit run.

These guidelines are derived from the policies of: The San Francisco Public Library <http://bit.ly/13zYAgp> and Jane Kemp, and Laura Witschi, *Displays and exhibits in college libraries*, (Chicago: Association of College and Research Libraries, 1997), 35-55.

How to Propose an Exhibit

For Community Exhibit proposals please complete the back of this form and email to: ctrujill@calpoly.edu or deliver to Kennedy Library room 510A.

CATHERINE J. TRUJILLO
Exhibits Curator
Kennedy Library

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(805) 756-6395
ctrujill@calpoly.edu

WEB
lib.calpoly.edu/exhibits
lib.calpoly.edu/exhibits/policies

lib.calpoly.edu/exhibits
KENNEDY LIBRARY EXHIBITS



Robert E. Kennedy Library

PROPOSE AN EXHIBIT OR DISPLAY IN THE LIBRARY

In addition to sponsoring its own exhibits, the library considers requests to provide temporary/rotating space for academic departments, student groups recognized by the university, and faculty and students who wish to sponsor an exhibit. To request a space, please use this form and email to ctrujill@calpoly.edu or deliver to: Administration, Kennedy Library, room 510A.

Community Exhibits: By Cal Poly Students, Faculty, and Community

Name _____ Student Faculty/Staff Community

Affiliation or department _____

Email _____ Telephone # _____

Faculty advisor (if student) _____

Faculty email _____

Brief description of project/display (this content may be used for the library's webpage to promote your project)

Proposed run dates of display (include installation and removal schedule)

Display Run Dates:

From (MM/DD/YY) _____ To (MM/DD/YY) _____

Install Date (MM/DD/YY) / Time _____

Remove Date (MM/DD/YY) / Time _____

Location (Please complete separate forms if using multiple locations)

2nd Floor Landing 2nd Floor Gallery 1st Floor Gallery

Attach, print, or email copies of all representative works to be displayed.

We ask that you submit these copies at least 2 weeks in advance of the proposed exhibit run.

FOR STAFF USE ONLY

Reservation confirmed: Yes No Works have been reviewed: Yes No

How many pieces to be displayed: _____

Dimensions of pieces to be displayed: _____

Other: _____

CATHERINE J. TRUJILLO
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Kennedy Library, Bldg. 35 Room 510A

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