Hewes Library Exhibit Policy

Hewes Library offers display and exhibit spaces for use by the campus community, thereby enriching the learning accomplishments of the College and integrating the Library with the mission and life of the campus.

Exhibits must:
Relate to the mission of the college.
Be sponsored by the library, a faculty, staff, or administrator.
Enrich the learning experience of the community.
Be non-commercial in nature
Fund raising or political or campaign exhibits are not allowed

Exhibit spaces:
Are reserved on a first-come, first-served basis.
Materials should be delivered in display-ready condition. The Library does not, matt, mount, or affix materials. Limited display supplies are available.
Any labeling and accompanying information must be approved in advance.
Exhibitors agree to allow the library to use images of any display for promotional purposes.
Exhibitors are responsible for delivery (set-up) and pick-up (take down) of display materials.
The Library reserves the right to reject a display due to inappropriate content or space limitations.
The library is not responsible for loss or damage to a display.
There are no special security arrangements for open displays. Display cases have locks.

Exhibit content:
The American Library Association’s recommendations for intellectual freedom in academic libraries clearly states that “Freedom of information and of creative expression should be reflected in library exhibits...” While Hewes Library fosters a forum for the free, civil, and orderly exchange of ideas, values and opinions, in an environment that sustains teaching and learning, we believe this freedom of expression must include a respect for the dignity of others, a recognition of the rights of others to hold differing opinions, and to above all maintain civility at all times.
Any concern about an exhibit in the library must be submitted in writing to the Library Director. At that time, the exhibitor will be provided with the opportunity to respond to the concern. The Director, with the College Administration will respond to all exhibit concerns in writing.

Exhibit application:
The Exhibit Request form must be submitted to the library one week prior to display. Exhibitors will need to schedule a consultation time with the Archivist before the exhibit can be displayed. The Exhibit Request form can be found on the library website:
http://library.monmouthcollege.edu/home/MissionPolicies