

Booth Library Exhibits Policy

Library Exhibits

The primary purpose of library exhibits is to provide education and enrichment for students beyond the classroom. Booth Library uses exhibit cases:

- To increase awareness of library collections, services, and events
- To promote circulation and use of library resources and services
- To highlight university, local or national events, especially as they relate to library resources
- To enlighten library users and contribute positively to the library's environment
- To strengthen partnerships between the library and the university, or the wider community

Although most displays will contain selected library resources, Booth Library may elect to use exhibit materials prepared by other organizations not affiliated with Eastern Illinois University. First priority is given to exhibits prepared by Booth Library, followed by university organizations followed by members of the university community, and followed by other exhibitors.

Library exhibits are coordinated through the Reference Department, 217-581-6072.

Non-Library Sponsored Exhibits

Upon request, Booth Library may provide exhibit space for approved non-library individuals or organizations.

Potential exhibitors must consult with the designated library contact well in advance of installation. The library will attempt to find appropriate time and space. The approved exhibitor is responsible for the installation and dismantling of the display as scheduled. If the library staff is required to dismantle a display because the exhibitor has not removed it on time, Booth Library cannot be held responsible for any damage or loss. The exhibitor must provide a written description regarding the exhibit content and contact information to be used for promotional purposes.

Exhibit Schedule

During the academic year, the exhibit cases are changed or refreshed every four to six weeks. The library reserves the right to extend or curtail the duration of an exhibit based on changing priorities, special requests, or the availability of the next exhibit. For those non-library sponsored exhibits, Booth Library will make every effort to honor scheduling commitments, but reserves the right to postpone, reschedule, or curtail an exhibit due to unforeseen circumstances. Requests for permanent or annually scheduled displays will be accepted, but cannot be guaranteed for more than one year.

Exhibitor Responsibility

Eastern Illinois University and Booth Library are not responsible for exhibit items, nor do they offer insurance. However, Booth Library does take precautions to protect materials from vandalism and accidental/unintentional harm. Display cases have secure locks. Exhibit cases are located in high traffic areas and are easily monitored.

Approved:
Library Services Council
12/11/2007