Exhibits are defined as thematic displays of materials including but not limited to books, posters, documents, artwork, objects and other artifacts, accompanied by written commentary or labels. Gelman Library’s Exhibits Committee, working in conjunction with the Exhibits Developer, work to either create exhibits based on Library holdings, or to collaborate with outside parties to install external exhibits.

**Exhibit Spaces/Areas:**

Gelman Library Exhibits Program installs exhibits primarily in the following spaces:
- The First Floor Exhibit space, also known as the “substation,” off of the first floor entrance foyer;
- Room 207, Gelman Conference Room (containing two wall cases);
- The 7th floor hallway preceding the entrance to Special Collections, suite 704.

Additional exhibit spaces are available in the Library, but not under the supervision of the Exhibits Committee; see [http://www.gwu.edu/gelman/spec/exhibits/gelman_exhibit_spaces.xls](http://www.gwu.edu/gelman/spec/exhibits/gelman_exhibit_spaces.xls) for a complete list of spaces, their respective owners, exhibit types and dimensions.

The Exhibits Committee will determine the appropriate space for proposed exhibits.

**Intent:**

- Gelman Library will consider for display exhibits of a non-commercial nature, containing artistic, educational and/or historical materials. These materials should ideally be based on, and spotlight, Gelman Library’s resources, collections, and services.

**Exhibit Priority:**

- First priority is given to exhibits proposed within the Gelman Library. Second priority is given to potential exhibits proposed by The George Washington University faculty and staff. Third priority is given to exhibits proposed by individuals or organizations not directly affiliated with the University or the Library.

**Exhibits Roles and Responsibilities:**

**Exhibits Committee:**
- Reviews, approves or rejects submitted exhibit proposals;
- Determines appropriate space for proposed exhibit;
o Suggest exhibit initiatives.
o Recommends budget proposal to the Admin group.
o Establishes virtual calendar of exhibits
o Sets dates for submission and review of exhibit proposals
o Maintains inventory of exhibit spaces

Exhibits Developer:
o Coordinates and/or develops curatorial and intellectual material for internal exhibits;
o Establishes and project-manages schedule of exhibit development, design and fabrication for exhibits;
o Serves as editor for curated content;
o Designs and prints appropriate signage, panels, and labels;
o Plans physical layout of exhibit space;
o Coordinates with Building Operations to determine and complete installation of necessary installation systems, lighting and cleanup;
o Develops and publishes web presence for select exhibits;
o Assists with internal exhibit materials as needed;
o Develops budget proposal for each fiscal year.

Administration:
o Approves exhibit expenditures;
o Approves proposed budget;
o Reviews and approves exhibit content.

Curator:
o Develops exhibit script and labels;
o Provides bibliography and research materials;
o Locates supporting materials for design and exhibit, including collection objects, artwork, and photographs.

Exhibit Committee meetings:
- The Exhibit Committee will meet on the third Thursday of each month, with the primary intent of reviewing submitted exhibit proposals (internal or external to the Library).

Rights and Guiding Principles:
- Gelman Library reserves the right to postpone, reschedule, cancel or reduce the intellectual scope of any planned exhibit, either for editorial or budgetary reasons. Gelman Library retains right of refusal, and is not obligated to accept every exhibit offered for display. Furthermore, an exhibit may be cancelled at any stage if the exhibitors have not met the agreed upon conditions and deadlines.

- To whatever extent possible, exhibitors are responsible for providing high-quality, exhibit-ready content; the exception is using materials from Gelman collections. Content should be accurate, based on authoritative sources, and documented with bibliographic
citations. Written materials should provide context and background appropriate for a
general audience and create a cohesive narrative for the exhibit.

- The loaned object(s) and support material(s) will be insured under The George
Washington University Museum Fine Arts insurance policy for the duration of the Loan
Period. The Object Listing portion of the Loan Agreement, filled out by the person(s)
lending materials to the Library, should include the following information for each
exhibit item:
   1) description;
   2) approximate value as determined by the provider of the item;
   3) the owner's name and address; and
   4) the length of the period the item will be on loan to Gelman Library.

- The University assumes no liability beyond the approximate value stated on the
descriptive list of materials submitted for exhibits.

- The exhibit of any given materials does not constitute endorsement by The Gelman
Library or The George Washington University.

- The concept of freedom of speech, as described in the American Library Association Bill
of Rights, is an important right which is supported by the Library.

**Intellectual Property and Copyright:**

- The majority of exhibits produced by, and displayed in, the Gelman Library are directly
related to its collections and holdings, and these materials' implicit educational mandate;
thus the Library’s exhibits function primarily as a method of instruction. In several
instances this intent is best achieved by including in the exhibit a reproduction of
materials, visual or textual, not contained within the exhibited collections, and subject to
federal copyright restrictions.

- The Gelman Library will adhere to the provisions of **Title 17 §§ 107 and 108** of the
**United States Code**, which directly addresses the nature of copyrighted materials’
reproduction within educational facilities. The doctrine of “fair use” asserted by the
Code permits use after determination of four factors: 1) the character of the use; 2) the
nature of the work; 3) what proportion of the work is involved in the use; and 4) the
effect of the use on the value of the work. Any display of copyrighted material occurs in
limited scope and quantity, without any distortion of the materials’ intent, in a use absent
of financial competition or devaluation of the material.

- The Exhibits Developer will still initiate correspondence to copyright holders to indicate
the Library’s intent to use materials in display, and will willingly discontinue planned or
extant use of any such materials if copyright holder raises valid objections.

- Gelman Library will not assert copyright to any of the intellectual material produced for
its exhibits, and freely encourages patrons to use exhibit materials as research materials,
provided such usage does not conflict with restrictions, if any, placed upon Library
collections.