

Dr. Martin Luther King, Jr. Library

Exhibit Policy, Process and Guidelines

King Library hosts a variety of exhibits on the 2nd floor, *Jennifer and Phillip Di Napoli Gallery* and the 4th floor, *Student Art Gallery*, as well as, the Cultural Heritage Center and Special Collections. Exhibits are intended to further the mission of King Library.

The collaboration of San José State University and San José Public Library is unique in the United States. The partnership reflects the best of cooperative efforts between a major city library system and a major university library - a collaboration supported by Silicon Valley's innovators and leaders. The joint library strives to:

- Enrich lives by fostering lifelong learning and ensuring that every member of the community has access to a vast array of ideas and information.
- Provide students, instructors and the community access to the information they need for education and personal growth throughout their lives.
- Support the San José State University Library's educational mission in expanding the base of knowledge through research and scholarship.

Exhibits provide an excellent opportunity for the Library to engage in collaborative projects with members of the university and the community.

Need for the Policy

King Library receives many requests from prospective exhibitors, including artists, educators, historians, professional associations and others. This policy defines the philosophy and goals for exhibits throughout the Library; identifies responsibilities, and defines acceptance guidelines. Smaller exhibits which are regarded by the Library staff as "displays" in Special Collections also must comply with this policy.

Requirements and Guidelines

Exhibits will:

- Promote the diverse holdings and scholarly value of library collections
- Nourish intellectual, aesthetic, and creative growth

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- Educate the public and university community on particular topics and provide a window to view the ever-changing human experience
- Enhance the strategic mission and development goals of the library
- Support university and community events, programs, activities, and accomplishments
- Promote university and community relations
- Recognize library supporters, friends, and donors

Criteria for Selection

The San Jose State University Library Dean and San Jose Public Library Director reserve the right to make the final decision to approve or disapprove any exhibit request, to have final approval for the layout of the exhibit, and to make all decisions regarding length of exhibit duration, placement of the exhibit within the library, and content of publicity. The following criteria are considered when exhibit proposals are submitted:

- Educational content ranging from advanced scholarly contributions to general informational value
- Relevance to library collections
- Broadness of appeal of the main theme
- Appropriateness of subject to the mission of the Library
- Appropriateness to special events, anniversaries, holidays, etc.
- Relation to other events or exhibits in the community
- Representation of an influential movement, genre, trend, or national culture
- Reflects vitality, originality, artistic expression, and experimentation
- Ease of installation
- Satisfies public safety considerations
- Exhibitor agrees to sign an exhibit prospectus with the Library and submit it for review.

King Library affirms the American Library Association's [Library Bill of Rights](#), which states, that "materials should not be excluded because of the origin, background, or views of those contributing to their creation."

Expenses

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Exhibitors are solely responsible for funding all costs associated with the exhibit, including but not limited to shipping, installation, dismantling, advertising and insurance.

Security and Insurance

Exhibits are often located in high traffic areas whose visibility reduces the likelihood of damage or theft of materials; the Library takes no responsibility for the security or welfare of exhibits at any time, including during transport, installation, or dismantling. Before an exhibit is installed, exhibitors and the Library representative must sign a release, indemnifying the SJSU and the City of San Jose from any responsibility for loss or damage.

Safety

Exhibits and displays must be placed so as to accommodate physical safety considerations. Ease of egress from the exhibit for emergency purposes must be assured. The exhibits must be set up so as to accommodate disability access.

Exhibit Duration:

Exhibits should have specific start and end date. As a general rule, exhibits should be on display for one to two months. Exhibits running longer than three months will be undertaken only under exceptional circumstances.

Scheduling Process

- Requestors who wish to reserve the Exhibit area must legibly complete the **Exhibit Prospectus Form**. This form can be obtained from the Events Coordinator (408)808-2011, who will also verify if the requested dates are available for the exhibit space.
- Completed forms must be submitted for approval to the library as soon as possible but no later than **two months prior** to the opening exhibit date.

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- Completed forms are then forwarded to the Library Dean and Director for approval.

Approval Process

- If the Exhibit is approved the requestor will receive two copies of a Memorandum of Understanding (MOU), for them to review, sign and the original returned to the library Events Coordinator prior to the start date.

Exhibit Advertisement/Promotion

This is for advertising Exhibits, Meetings and Programs (open to the public) that take place within the King Library.

- The Exhibit information is posted on the library lobby LCD screens, at both the city and university entrances. Flyers and posters (8 ½ x 11) advertising the exhibit need to be provided to the Events Coordinator (408-808-2011) one month prior to the exhibit install, for posting.
 - The Exhibit information is also posted on the Library Web event page [San José State University Library](#). The exhibitor is responsible for providing detailed information regarding the exhibit to the Exhibit Coordinator (1 month prior to the event). The events posting form can be found at <http://events.sjsu.edu/oePublicForm.aspx> If you wish to have an image posted along with a description of the event, please provide a softcopy (CD, DVD, and PDF in **high resolution**) along with your posting information to the Events Coordinator.

For more information about publicizing your event at the library contact the Marketing Department (408) 808-2175.

- King Library does not provide directional signage for meetings/lectures in conjunction with the exhibit.

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Exhibit Setup & Breakdown

- Exhibit setups and breakdown dates are arranged through the Exhibit Coordinator upon approval of the prospectus (**these dates cannot be changed without the approval of the exhibit coordinator. Remember exhibit dates are advertised to the public and must be adhered to**).
- Access to the exhibit space will be during the libraries open hours, please check the SJ Library website for hours of operation.
- Art work will be hung on the library exhibit panels (panels are not subject to removal or redesign) and exhibit walls by the provided suspension wires and hooks (which are provided by the library event coordinator) only.
- *Art (framed or unframed) cannot exceed 20 pounds (per wire) on panels and walls. Heavier items will need special consideration and must be noted under “Special Requirement”.*
- *Art being hung must be wired for hanging on the back of the piece prior to install.*
- *Only Bostic Blue-Tack is allowed to secure name plates, bios, posters, etc, to the walls and panels in the exhibit galleries. Substitutions must be approved by the Exhibit Coordinator prior to installation. Nails, tacks, pins, tape, glue, adhesive, or any other hanging materials are not allowed to be used to secure anything to the walls or panels in the exhibit galleries.*
- Foam core boards are **not** acceptable.
- Display cases are available upon request (on a first come first serve basis).
- It is the exhibitor’s responsibility to carefully remove all art from the panels and walls on the agreed to breakdown date. Access to the exhibit space for removal of art pieces will be during the libraries open hours. The library has limited access to the library loading dock, use of the loading dock must be arranged prior to the exhibit set up and breakdown dates.
 - Artists must contact the Exhibit Coordinator prior to removing any of their art on or before the end of the exhibit (this applies to art that is sold during the exhibit time frame.) Artists must also

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provide a signed *Art Release* before removing any of their art or other artist's art on the day of the breakdown. (see **Art Release** form). This form is then handed by the artist or Exhibit Organizer to a Library Security person (located on the 1st floor at each of the library exits).

- Use of the Public Library Shipping and Receiving dock hours are limited:
 - **Monday – Friday 9:30am-1:00pm only**
 - **Saturday – CLOSED**
 - **Sunday – CLOSED**

NOTE: Use of the loading dock must be scheduled with the Events coordinator prior to the exhibit set up and teardown dates. (Events Coordinator (408)808-2011)

- The library does not provide storage for crates, tools or miscellaneous exhibit pieces.
- The library does not provide additional help to install or remove artists' exhibits. It is the responsibility of the artist to provide additional help with installations and breakdowns.

Sales

Exhibitors may list the price of items on display. Potential buyers must contact the exhibitor directly to purchase an item. (The library will not be involved.)

Items sold by the artist must remain in the exhibit for the duration of the exhibit.

Contact the Event Coordinator (408)808-2011 regarding questions about removing of art from the library.

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Receptions & Exhibits Related Activities

Rooms in the Library may be, on occasion, available for receptions and other activities (workshops, talks, demonstrations) linked to exhibits, consult the [“meeting room use policy”](#) and contact the Library Exhibit Coordinator who will check the meeting room schedule for room availability.

- 2nd floor exhibit events can use rooms:
 - 255 located off the exhibit gallery (these rooms are set up classroom style with table and chairs facing the white board. This set up does not change (due to storage space)
 - Rooms 225:
 - Standard set up is Theater style which will seat 200 people.
 - Classroom style will seat 66
 - Hollow Square or U shape will seat 30
 - Reception style will hold 200 without any seating (special requests for high or low top cocktail tables (must be ordered from an outside vendor (the library does not supply this type of table) at cost to the group booking the room)
 - Luncheon Style with 30” x 60” tables and 6 chairs per table, will seat 100; with 3 food tables in the back of the room for self-serve.
 - Banquet style with 30” x 60” tables and 6 chairs per table, will seat 100, except food prep will be done in 255/257 (all four meeting rooms must be reserved).
- 4th floor exhibit events does not have meeting room space on the 4th floor.
 - Due to the high traffic area by the wall gallery special permission will be needed, for use.

Signage

King Library does not provide directional signage for meetings/lectures in conjunction with the exhibit. The meeting host may place free standing signs in the following areas only:

1. 1st floor between the escalators;

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2. 2nd floor at the top of the escalators and near the double glass doors.
- Signage may not block exhibits or displays in the exhibit area.
 - Signs will be posted by the Library for your meeting at the entrance to the room, and your meeting will be listed in a daily schedule posted on the Today's Meetings kiosks located at both entrances of the library.

Programs open to the public, held within the library will be publicized on the King Library website and on the LCD screens on the 1st floor (provided the sponsor submits detailed program information to the library events coordinator 1 month prior to the event.

General Information

- There is to be no charge for the exhibit space, i.e., no fees or money may be collected in the Library.
- Exhibit art may be posted for sale, but may not be removed from the exhibit area until the exhibit has concluded.
- The King Library assumes no responsibility for private property brought into the building.
- Exhibits will be held during the Library's public hours.
- Exhibitor is responsible for reimbursing the King Library for any damages or missing equipment resulting from the exhibit.
- The 2nd floor foyer/lobby area is Library space and is **not** considered a part of the exhibit area. No food is allowed to be served or stored in the foyer/lobby area.
- It is the responsibility of the exhibitor sponsor to ensure that the Exhibit complies with the San Jose Fire code.
- King Library, restricts the use of the following:
 - Candles, lanterns, oil lamps (due to fire safety codes)
 - Live music -- The Library reserves the right to decide if the noise level is too loud and must be lowered; reference the King Library [Customer Conduct policy](#)
 - Exhibit art or materials relating to the exhibit may not be hung on the art panels, walls or placed in display cases without specific approval from the King Library Exhibit Coordinator
 - Hanging banners

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- Balloons (of any kind)
- Exhibit area shall be left clean and the hanging of art work will follow the guidelines under “**Set up & Break down**” listed above.
- Responsibility falls upon the requestor and/or the representative of the requesting organization to make certain the group is aware of, and abides by these Library policies. Failure to do so may result in denial of future exhibit requests.

Catering

- Updates were recently made to the [Catering Policy](#) list of approved vendors. Spartan Shops is our recommended and primary vendor to fulfill campus catering needs.
- Spartan Shops offers delicious, fresh foods, creative menus, and friendly, professional service. They cater for a wide range of events.
 - SJSU requires insurance documentation and health certificates from all caterers that provide on-campus catering services. For this reason, all caterers must be pre-approved by SJSU.
 - If you have any questions, should Spartan Shops be unable to accommodate your request or if you wish to use a different caterer, please contact Luis Garcia, Contracts & Purchasing Service Buyer, at luis.garcia@sjsu.edu or 4-1559.
 - **Catering Policy:** <http://blogs.sjsu.edu/financeconnect/tag/approved-caterers/>
 - <http://www.spartanshops.com/catering/menu/>
- Catering must be requested separately. The Library does not provide this service.
- All foods must be served inside the assigned reception room. Food service is restricted in the foyer area outside the Meeting Rooms.
- In compliance with the [SJSU campus policy](#), only Spartan Shops can be contracted to open and serve alcohol in the library.
- Live music is allowed in the meeting rooms, as long as the volume is not disruptive to other library customers or events.

All questions and concerns should be directed the Events coordinator:

Candice McGee



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(408)808-2011

Candice.mcgee@sjsu.edu

*The Library supports academic freedom and the free expression of opinion. The King Library subscribes to the American Library Association's [Library Bill of Rights](#) as it applies to exhibit spaces, specifically:
"The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint..."*

*Comments or concerns regarding an exhibit may be sent in writing to the Dean of the San José State University Library or the Director of the San José Public Library. The Library will respond to written statements as follows:
The individual will be notified that the Library has received his/her written statement of concern.*

A review process will be conducted in a timely manner by Library Administration in response to an individual's statement of concern.

While a concern is being considered, there will be no change in the status of the display, exhibit, or printed materials.

Upon completion of the review process, the appropriate administrator will notify the individual of the Library's decision.

Web links:

Exhibit Prospectus: <http://library.sjsu.edu/files/documents/Exhibit%20prospectus.pdf>

Library Bill of Rights: <http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

Customer Conduct Policy: <http://library.sjsu.edu/policies-procedures/customer-conduct-policy>

MLK Meeting room Use Policy: <http://www.sjpl.org/policies-procedures/meeting-room-businesspublic-use>

Request to post an event: <http://events.sjsu.edu/oePublicForm.aspx>