

Display and Exhibit Policy (Q&A)

Hutchins Library—Berea College

Does the library offer space for exhibits and displays?

Yes. Hutchins Library has some limited space for exhibits and displays of a civic, educational, intellectual, charitable, or artistic nature and for displaying the works of area artists and craftspeople.

How can I reserve a space for an exhibit or display?

You can fill out a request using our online reservation form (insert link here), or you can contact Angel Rivera (angel.rivera@berea.edu, 859-985-3372 or 859-985- 3109, to make a request to reserve space.

Note that display and exhibit spaces are available on a first-come basis.

Are there any limitations or conditions for exhibits and displays in Hutchins Library?

Yes. The exhibits and displays must be of a civic, educational, intellectual, charitable, or artistic nature. It is also available for area artists and craftspeople, with preference given to groups and individuals affiliated with Berea College.

The content of displays and exhibits must fall within the broad standards of community acceptability and be appropriate for all age groups, including children.

Please note that Hutchins Library reserves the right to determine at its discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibition spaces. Hutchins Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays.

What are the guidelines for displays and exhibits at Hutchins Library?

- Display/exhibit space must be reserved. We request at least a week's notice for a request. Making a request does not guarantee a space.
- All materials are displayed at the exhibitor's own risk.
- The exhibitor is responsible for providing all materials needed for the installation of the display/exhibit.
- Exhibitors are responsible for installing and removing displays on the dates agreed upon by the Library and the exhibitor.
- Assistance with installing, maintaining, and removing displays and exhibits will not be provided by Library staff.
- The Library will not provide storage for the property of organizations or individuals having exhibits in the library.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library.
- Hutchins Library has the right to remove exhibit materials not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- The exhibitor must be identified by name within the display.

- Each exhibitor must provide within their exhibit an informative explanation of the exhibit to assist the general public in discerning the subject or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in poster, or sign form, or be contained within the exhibit/display itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit/display for members of the general public who may wish more information.
- No fees are charged for exhibit spaces. Groups using exhibit space may not request donations.
- No prices may be posted on items in an exhibit. Information regarding the purchase of items within the exhibit/display may be included as part of the display. Sales of items may not take place on Library premises.
- Exhibitors wishing to schedule special receptions for an exhibit must seek permission from Library administration.
- Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible. an

How will Hutchins Library promote my exhibit/display?

- We can take photos of an exhibit that can be shared on social media.
- We can write a blog post or other statement on the exhibit that can be shared on social media.
- Hutchins Library uses social media tools including a blog (<http://libraryguides.berea.edu/blog>), Facebook, Twitter, and Instagram.
- The Library will also post a notice of the exhibit/display in the library's event calendar (accessible on the library's website at <http://libraryguides.berea.edu/>) and on the Berea College Master Calendar.

Are there bulletin boards to post announcements or information flyers available in Hutchins Library? Who may use it?

Yes. Hutchins Library has a bulletin board located in the main entry way of the library for public use.

Berea College and community organizations, groups, and individuals are welcome to utilize the bulletin board in the Library's main entry way.

What are the guidelines for posting on the Library's bulletin board?

- Bulletin board notices do not need to be presented to Hutchins Library staff for approval and posting.
- Hutchins Library staff may remove and discard postings and event notices found to be inappropriate.
- Library staff will remove and discard out-of-date postings and event notices.
- Only one copy of each posting may be displayed at a time.
- Postings and event notices may not be posted in any other areas of Hutchins Library and will be removed immediately.

Do you have a print copy of the Library's "Display and Exhibit Policy"?

Yes. You can view the information on this page in PDF form and download it at this link: (insert link)

Who can I contact if I need further information or have questions about displays and exhibits in Hutchins Library?

You may contact Angel Rivera via e-mail (angel.rivera@berea.edu) or via phone (859-985-3372). You can also contact the Reference Desk at 859-985-3109 and ask for Angel Rivera.

The library's mail address is: Hutchins Library, CPO LIB, Berea, KY 40404.

The library's website is at <http://libraryguides.berea.edu/>.

Additional information:

What do the display/exhibit spaces in Hutchins Library look like? What are the dimensions?

The Library has a main wall, and two side walls in the center of the main floor. See the photos below



Main Wall Display

88" (7' 4" ft.) wide by 33"
(2' 3/4 ft) tall approx.



Left Wall Display 1

216" (18' ft.) wide by 93"
(7' 9" ft.) tall approx.



Right Wall Display 2

216" (18' ft.) wide by 93" (7' 9"
ft.) tall approx.



Flat Display Case.

59" inches wide by 27" inches long by 6" inches deep approx.

Library has 4 of these.



Library has some monitors available to run a virtual display, or supplement a material display. They can run an MP4 file.

27" inches tall by 47" inches wide approx.



Tall Display Case.

24" inches by 24" inches by 22" inches tall approx.

Library has 2 of these.