Policies and Procedures for Art Exhibits
in the Ronald Williams Library

The NEIU Library holds free expression as a central value. As stated in the Library Bill of Rights, “libraries are forums for information and ideas”, and “libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment” (http://www.ala.org/advocacy/intfreedom/Librarybill). The Library neither endorses nor censors work of faculty or student artists or the work of artists invited to exhibit in the Ronald Williams Library, the sole exception being work that is illegal or unsafe (see appendix).

Scheduling of exhibit space and coordination with the Art Department is handled by the Art subject librarian, Alyssa Vincent (a-vincent@neiu.edu). Exhibits are subject to the following policies and procedures:

- Exhibit space is limited to the areas associated with the hanging system across from the elevators on the Library’s 1st floor (Gallery A), and the hanging system in the seating area across from the café (Gallery B). However, only 2-D work may be exhibited in Gallery B.

- Priority for Gallery A is given to students exhibiting artwork in conjunction with the Art Department.

- Two weeks per month will be allocated for exhibition of student artwork in coordination with the Art Department in Gallery A. Requests to display art must be submitted to the Art subject librarian at least one month before the exhibition. Gallery B may be requested in addition to Gallery A, subject to availability.

- One week per month will be allocated for exhibition of University-sponsored events in Gallery B. Requests to display art must be submitted to the Art subject librarian at least one month before the exhibition. Gallery A may be requested in addition to Gallery B, subject to availability.

- Items/pedestals placed on the floor should not extend north or south of the gallery area.

- Items/pedestals placed on the floor may not extend out from the main wall (across from the elevators) more than 8 feet.

- No lighting fixture may be moved from one track to another. Each track is supporting its maximum electrical capacity; adding another lighting fixture to any track will damage the entire lighting system.
• The Library can provide a ladder and several pedestals of varying sizes. Any other materials and tools must be provided by the exhibitor.

• 2D work may only be exhibited using the Library’s hanging rod system (see Appendix B for description of supplies). Hanging artwork may not exceed 70 lbs. per rod and may not total more than 300 lbs. per track.

• When installing or taking-down an exhibit, notify staff at the Reference Desk that you require access to the hanging system in the Reference back office.

• Do not put marks of any kind on the walls themselves. Nails or screws may not be used in the walls or floor.

• Artwork should not cover any Library signs, including, but not limited to exit and elevator signs.

• Adhesive will be provided by the Art subject librarian for attaching labels to the gallery walls, upon request. No other adhesive is permitted.

• Exhibitors are responsible for picking up all materials after the exhibition. Artwork and materials not owned by the Library cannot be stored in the Library before or after the exhibition.

**Exhibit Receptions**

One reception per exhibit will be permitted, subject to the following policies and procedures:

• Receptions must not conflict with other events taking place on the Library’s first floor.
• Receptions are to be confined to the exhibit space and/or the café on the 1st floor of the Library.
• Receptions may take place from 4 p.m.-6 p.m. Monday through Friday during the dates and times that the Library is open (see the Library’s website for semester break and holiday closings).
• Music is not permitted.
• Alcohol is not permitted.
• Exhibitors wishing to serve light refreshments may do so only in the café area and must coordinate with Alyssa Vincent (a-vincent@neiu.edu) ahead of time.
• Exhibitors are responsible for clean-up of their reception. No trash is to be left in the Library or restroom trash receptacles. All trash must be removed from the Library by the exhibitor.
• Furniture temporarily moved for receptions must be returned to its original location.
Appendix A

Artwork that contains the following shall be considered unsafe and is not permitted to be displayed in the Library:

- Blood, urine, and other bodily fluids
- Live animals and untreated hides
- Alcohol, narcotics, and controlled substances
- Weapons
- Open flames
- Flammable, corrosive, and other hazardous materials

Appendix B

The following supplies are provided by the Library:

- White pedestals (plain white, without accessory, unless stated otherwise, located in the Library loading dock)
  - 2 (15”x15”x42”) with 2 plastic dust covers to place on top
  - 3 (15”x15”x42”)
  - 1 (18”x18”x42”)
  - 1 (12”x12”x40”)
  - 1 (14”x14”x30”)
  - 3 (9”x9”x21”)

- Metal rods to use with track hanging system
  - 21 (24” long)
  - 36 (48” long)
  - 28 (60” long)
- Metal hooks to attach to rods
  - 39 total adjustable hooks, can be removed and reattached to any metal rods

- Clear plastic hangers to use with track hanging system (see below)
  - 10 (72” long) with 10 adjustable metal hooks
● sticky tack
● steel ladder (located in Technical Services department by reshelving area close to Circulation)

These supplies (except for the ladder and pedestals) are located in a closet in the Research & Publishing Lab on the 1st floor of the library behind the Reference Desk. The closet is located by the door leading to the Reference section. The sticky tack is in a brown folder on the closet floor.

If you are not able to install on Mondays-Fridays between 9am-4pm, please know that the Art Librarian will not be available to consult about installation.

**Liability statement:**

The Library will make every possible effort to preserve and protect materials displayed, but it cannot assume responsibility for breakage, vandalism, loss or damage.

The Library reserves the right to make restrictions and/or exceptions beyond those listed in the above policy.

Updated 10/29/2018 AV