Purpose: This policy defines the philosophy and goals for the curation of exhibits in the Texas Woman’s University (TWU) Libraries and University art displays throughout the TWU Libraries, identifies responsibility for these programs, and defines general policies.

Note: Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety

Definitions:

Archival Materials - (noun) anything archival related to an archive, which is a record or collection of historical materials.

Curate - (verb) select, organize, and look after the items in (a collection or exhibition).

Curator - (noun) a keeper or custodian of a museum or other collection.

Curation - (verb) the action or process of selecting, organizing, and looking after the items in a collection or exhibition.

Display - (noun) 1. an eye-catching arrangement by which something is exhibited. 2. a setting or presentation of something in open view.

Exhibit - (verb) publicly display (a work of art or item of interest) in an art gallery or museum or at a trade fair.

Exhibition - (noun) a public showing (as of works of art, objects of manufacture, or athletic skill).

Policy:

Who: TWU Libraries Special Collections staff are involved in the organization, curation, and/or installation and de-installation of exhibits or displays. These activities are deemed to be within the course of Special Collections staff official duties and under the authority of their job description within the Texas Woman’s University Libraries. The Special Collections will employ their experience in the proper handling and display of unique and fragile materials in the course of their curatorial duties.

What: The Director of TWU Special Collections plans, curates and oversees a rotating roster of exhibitions in the TWU Libraries. These exhibitions showcase TWU Library holdings and collections and/or enhance the cultural and intellectual life of the University and the larger community through the use of unique archival materials, traveling exhibits, faculty work, or student work as appropriate. The display of University art is an important part of providing a welcoming and pleasant environment, features artifacts from the Special Collections, and also enriches the Libraries’ service and outreach programs.

Why: The TWU Libraries Exhibits seek to:
Promote the diverse archival holdings
Promote the scholarly value of specific library collections
Promote the role of the Library, its collections, resources, services, and staff as central to the research and teaching programs of the university
Nourish intellectual, aesthetic, and creative growth
Educate the university community and visitors to the TWU Libraries on particular topics
Enhance the strategic mission of TWU
Enhance the strategic mission of TWU Libraries
Encourage individuals to contribute to the expansion of knowledge
Support university events, programs, symposia, activities, and accomplishments
Promote university and community relations
Recognize library supporters, friends, and donors
Provide opportunities for the Libraries to engage in collaborative projects incorporating the use of archival materials with faculty members, students, and others in the university community.
Present high-quality exhibitions that support the teaching and research mission of the University.

Where: This policy specifies exhibit spaces within the TWU Libraries on the Denton, Dallas, and Houston campuses.

TWU Libraries (Denton Campus) Exhibit Spaces include:

- Garden Level - Library Walls (art)
- Garden Level Wall case (1)
- 1st floor - Faceted Kiosks (3)
- 1st floor - Glass-sided Kiosks (2)
- 1st floor - Multilevel pedestal tables (2)
- 1st floor - Wall-mounted exhibit case (1)
- 1st floor - Rotunda floor area
- 1st floor - Butterfly Cases
- 1st floor - Herbarium
- 1st floor - Children’s Library Area
- 1st floor - Library Walls (art)
- 2nd floor - 3-Section Wall Exhibit Case
- 2nd floor - Lou Rodenberger Memorial Exhibit Case
- 2nd floor - Special Collections Reception Area
- 2nd floor - Delta Kappa Gamma Exhibit Case
- 2nd floor - Special Collections Instruction Area
- 2nd floor - Special Collections Instruction Area (2) 4-section Exhibit Cases
- 2nd floor - Catherine Merchant Reading Room
- 2nd floor - Catherine Merchant Reading Room (3) Exhibit Cases
- 2nd floor - Library Walls (art)
- 2nd floor - Texas Women’s Hall of Fame
- 2nd floor - Texas Women’ Hall of Fame (3) Exhibit cases
- 3rd floor - Library Walls (art)
- 3rd floor - Other TWU Denton campus spaces as determined appropriate for events (TBD)
TWU Libraries (Dallas) Exhibit Spaces include:

- (2) Exhibit Cases located in library space
- Library Walls
- Library Floor Space
- (1) Exhibit Case located outside library space
- Other TWU Dallas campus spaces as determined appropriate for events (TBD)

TWU Libraries (Houston) Exhibit Spaces include:

- Library Walls
- Library Floor Space
- Other TWU Houston campus spaces as determined appropriate for events (TBD)

**How:** Persons seeking the opportunity to work collaboratively to participate in the curation of an exhibition not addressed on the Exhibition Schedule must present a formal inquiry to the Director of Special Collections in writing 60 days in advance of the proposed exhibition date.

Information to be included in the formal inquiry:

- Date of request
- Proposed dates for exhibition
- Proposed dates for installation and de-installation
- Names of persons / class requesting exhibition collaboration
- Purpose of exhibition
- Archival collections / materials to be incorporated into exhibition
- Contact information
  - Name
  - Phone Number
  - Email Address

**Review:**

The Library’s Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 05-05-2020