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 - anything archival related to an archive, which is a record or collection of historical materials.

Curate - to select, organize, and look after the items in a collection or exhibition

Curator - a keeper or custodian of a collection

Curation - the process of selecting, organizing, and looking after the items in a collection or exhibition

Display - an eye-catching arrangement by which something is exhibited; a setting or presentation of something in open view

Exhibit - public display of a work of art or item of interest in an art gallery, library, or museum

Exhibition - a public showing of works of art, objects, or skills

Policy:

- Staff with expressed authority from the Dean of Libraries will oversee the curation and rotation of library displays.
- Inquiries for exhibits or displays should be directed to TWU Special Collections (940-898-3743).
- The Library reserves the right to place exhibits at its discretion based on scheduling and location availability.
- Any staff member with the expressed permission of the Dean of Libraries or designated representatives should not remove, alter or place items within a display or exhibit.
- The purpose of exhibits is to promote specific library collections, to emphasize the core values of the institution, and to educate visitors on particular topics.
- Exhibits provide opportunities for the Libraries to engage in collaborative projects with faculty members, students, and others in the university community by incorporating the use of archival materials.
- Exhibits may include electronic display capabilities.

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)
- 1st floor – Marketing/Events Exhibit Case
- 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)

Dallas Center Library 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)

Houston Center Library Exhibit Spaces include:

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

**Review:**

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