

Guidelines for the Magill Library Galleries

The Library is happy to participate in campus-wide exhibition efforts and to bring art into the visual environment of the College.

The Sharpless Gallery is home to the Haverford Presidents' portraits. It is also used for the exhibition of materials under the stewardship of the Library. The exhibit schedule for each academic year is planned the year before by the Library Special Collections Staff.

Around the corner from the Sharpless Gallery is the Alcove Gallery at Magill and across the other side of the Reference Room is the Boat Exhibition Wall. These spaces are set aside for exhibits sponsored by the Library, most of which are by faculty and classes from the Fine Arts Department. Scheduling for these spaces must be coordinated through James Gulick.

The following guidelines are in effect for exhibitors wishing to use the **Sharpless Gallery** for the above purpose.

1. All plans must be approved by the Special Collections staff for date, content & theme.
2. The timing of the exhibition must allow enough time for the previous show to be dismantled and for the preparation of the current show (including any physical alterations). The same must be true at the end of the show. Generally this is about 1 week. This period of transition is best done during college breaks as to minimize the disruption to patrons.
3. The use of Special Collections materials in exhibits must be approved in advance by the Special Collections staff and must meet the department's standards for handling, support, security and environmental conditions.
4. The use of general stack materials from any of the Tri-College libraries is not recommended as these are part of the circulating collection. However, if there is highly relevant material, consult with the Circulation Services Supervisor, who will check with the appropriate party for permission.
5. All Library materials (except some items from Special Collections) must be charged out to the appropriate exhibit account. Please see the Circulation Services Supervisor.
6. Any physical alterations that are desired must be approved by the Library facilities committee. (contact Dawn Heckert)

7. The display cases can not be moved – they are permanently attached to the floor and hardwired for security.
8. The exhibitor may paint the walls a different color if s/he has the funds to pay for the painting **and** the repainting back to the original color. This expense extends to any other alterations made to the space as well. An agreement with the Facilities Management Department needs to be made so that the timing of the work can be guaranteed and the transition from one exhibit to the next is smooth and causes the least amount of disruption to our library users as possible.
9. Removal of any existing paintings must be approved and coordinated with Diana Peterson or John Anderies.
10. Any audio component to the display must be done in such a way that it can not be heard beyond the point of the source, e.g. providing visitors with headphones.

The following guidelines are in effect for exhibitors wishing to use the **Alcove Gallery at Magill** or the **Boat Exhibit Wall** for the above purpose.

1. Scheduling must be done in advance with James Gulick so that a mutually acceptable time frame can be set up for each academic year. The Fine Arts Department Chair will coordinate the request among their department and then forward the proposed schedule of shows and their dates to James for consideration. These will be along with the other requests that are received.
2. The deadline for proposals for the up-coming academic year will be August 21.
3. Two different exhibits may run simultaneously in these 2 spaces or 1 exhibit can use both spaces depending on demand.
4. The timing of the exhibition must allow enough time for the previous show to be dismantled and for the preparation of the current show. The same must be true at the end of the show. Unless prior arrangement has been made with James, shows must be dismantled within 2 days.
5. Any supplies needed for hanging these shows must be brought by the exhibitor.
6. All exhibits and the individual exhibit works must be labeled.

