



Library Exhibit Proposals & Guidelines

Sharpless Gallery Proposals

The Haverford College Libraries invites students, faculty, staff, and other members of the Haverford community to propose and produce exhibitions in the Sharpless Gallery of the library that support the teaching, learning, and research goals of the College.

Exhibits can be curated by a mix of students, faculty, and staff; this could include, but is not limited to, classes, student groups, faculty-student partnerships, or individual students, faculty, or staff. One model that has been particularly effective has been our student-curated exhibits. We welcome nominations around students and topics that would provide a unique research opportunity for the exhibit curator(s). There is sometimes a summer internship available for a student interested in curating an exhibit (students interested in this option should specify this in their proposal).

Exhibitions can feature a wide variety of materials, including items from the library's collections, rare books and manuscripts, or artwork. Examples of past exhibits can be found on our website. Exhibitions in the Sharpless Gallery are expected to last about three months, usually opening in September, January, and May.

Proposals for library exhibits should be submitted to Terry Snyder (tsnyder@haverford.edu) and should include the following information:

- Name of the exhibit curator(s) and any others involved, as well as their roles in the exhibit and on campus
- A 2-3 paragraph description of the proposed exhibit, including:
 - Major themes of the exhibit
 - Why the exhibit is of interest to the curator(s) and their background in the area
 - Connections to the curriculum, campus events, and library or other campus collections
- Ideas for related programming
 - Including potential digital components, events, or speakers
- Potential audience(s) in addition to the Haverford community
- Costs associated with the exhibit
 - A full budget is not necessary, but please speak with library staff around your ideas for the exhibit so that we can consider costs such as framing, signage, pamphlets, and other potential costs. Library staff will help to determine costs around your vision
- Any date preferences

Those proposing exhibits are encouraged to review the exhibit guidelines. Anyone considering a proposal should also feel free to contact us with questions.

Proposals will be evaluated on a rolling basis and responded to in a timely manner. Some of the considerations include connections to the teaching, learning, and research goals of the College, connections to the Libraries' collections, the length of time since a similar exhibition has been mounted, and the library's ability to support such an exhibit. We

generally attempt to plan two years in advance for Sharpless Gallery exhibits.

Sharpless Gallery Guidelines

In general, most exhibits in the Sharpless Gallery include the following components:

- wall text/labels/images
- items in cases with labels for individual items
- title banner or sign
- exhibition pamphlet (when feasible)
- digital component/website

All exhibits will have a library liaison, who will coordinate with the exhibit curator(s) and provide support during the exhibit process. The liaison and exhibit curator(s) will meet regularly. The liaison will assemble a curatorial team, which will consider elements of content and production/installation, both physical and digital. The curatorial team is usually comprised of a faculty advisor (where appropriate and in the case of student-curated exhibits) and librarians.

Alcove Gallery Proposals

The Haverford College Libraries invites students, faculty, staff, and other members of the Haverford community to propose and produce exhibitions in the Alcove Gallery of the library that support the teaching, learning, and research goals of the College. Proposals with a connection to the curriculum will be given priority.

Exhibitions can feature a wide variety of materials, including items from the library's collections, rare books and manuscripts, or artwork. Examples of past exhibits can be found on our website. Exhibitions in the Alcove Gallery are expected to last four weeks.

Exhibits can be curated by a mix of students, faculty, and staff; this could include, but is not limited to, classes, student groups, faculty-student partnerships, or individual students, faculty, or staff.

Proposals for alcove exhibits should be submitted to Terry Snyder (tsnyder@haverford.edu). Depending on availability, requests for the alcove gallery will be taken until one month before the desired opening date of the exhibit; proposals received by the first week of the current semester will have priority. Proposals should include the following information:

- Name of the curator(s) and any others involved, as well as their roles in the exhibit and on campus
- A 2-3 paragraph description of the proposed exhibit, including:
 - Major themes of the exhibit
 - Why the exhibit is of interest to the curator(s) and their background in the area
 - Connections to the curriculum, campus events, and library or other campus collections
- Potential audience(s) in addition to the Haverford community
- Costs associated with the exhibit
 - A full budget is not necessary, but please speak with library staff around your ideas for the exhibit so that we can consider

costs such as framing, signage, and other potential costs.

Library staff will help to determine costs around your vision

- Any date preferences

Those proposing exhibits are encouraged to review the exhibit guidelines. Anyone considering a proposal should also feel free to contact us with questions.

Alcove Gallery Guidelines

In general, most exhibits in the Alcove Gallery include the following components:

- wall text/labels/images
- items in cases with labels for individual items
- title banner or sign

How these pieces interact will depend on the individual exhibit and the vision of the curator.

All exhibits will have a library liaison, who will coordinate with the exhibit curator(s) and provide support during the exhibit process. The liaison and exhibit curator(s) will meet regularly, and the liaison will facilitate conversations with other participants as needed.

Pop-Up Exhibit and Poster Session Proposal

Haverford College Libraries invites students, faculty, staff, and other members of the Haverford community to propose and produce pop-up exhibits and poster sessions. Exhibitions can feature a wide variety of

materials, including student- or faculty-created work and items from the library's collections, rare books and manuscripts, or artwork.

Proposals should be submitted to Dan Burger-Lenehan (dburgerlen@haverford.edu) at least two weeks in advance of the proposed date(s). We recognize that pop-ups should be spontaneous, and we wish to support this culture, but we also need to be able plan with other library events and space requirements. Proposals should include:

- Space requested (options include the lobby, periodicals room, Philips Wing, passway near the lobby, etc.)
- Date(s) requested
- Any library materials you wish to use, or materials which you will be providing
- People involved with this project (class, student group, etc.)
- If this is a poster session proposal, the approximate number of posters
- Any library assistance being requested with this project.

The library is happy to assist with setup for the exhibit or poster session.