

AVAILABLE EXHIBIT SPACES IN WYNDHAM ROBERTSON LIBRARY

Requests regarding space availability and booking may be directed to Rebecca Seipp, Outreach & Humanities Liaison Librarian, at 362-6328 or seippri@hollins.edu. The library may request a preview of the art to be displayed to determine whether the materials are appropriate to the library environment.

Exhibit space in the Wyndham Robertson Library consists of two alcoves side-by-side, along with a large wall adjacent, all on the library's second floor. All exhibit spaces are freely accessible and open to the public at any time the library is open. Responsibility for the works displayed lies with the artist.

For three-dimensional exhibits, provisions can be made to use the short book stacks in the reference area and the Lewis Reading Room, on the first floor.

MOUNTING, MAINTAINING AND REMOVING EXHIBITS

Putting up and taking down the exhibited works, as well as any events related to the exhibit, must take place during the library's operating hours (see <http://www.hollins.edu/library/about/hours.shtml>).

Library staff shall neither mount, nor move, nor remove the exhibited works; library staff shall not perform any operation or maintenance of the exhibits. This responsibility is the artist's; any tools or equipment needed must also be brought by the artist. Any options for re-arranging furniture should be discussed with library staff prior to moving items.

The artist is responsible for restoration of the wall after exhibits are removed, i.e. removing adhesives, patching and re-painting, etc.

We request that any exhibit include the name of the artist as well as an artist's statement or some other information to contextualize the work for viewers. One of the alcoves includes a 9"X12"plexiglass panel suitable for vinyl lettering for the exhibition title.

RECEPTIONS

We welcome receptions. All receptions must be scheduled with Rebecca Seipp, Outreach & Humanities Liaison Librarian, at 362-6328 or seippri@hollins.edu **at least two weeks in advance**. Food staging and preparation space is available by request in the third floor kitchenette and the first floor coffee commons. Receptions may not include alcohol unless the entire reception is catered by campus food services/catering. The Catering Manager is Rhonda Thomas, rthomas@merig.com. We request neither red wine nor other foods that would be likely to cause persistent stains in case of a spill.

The artist shall be responsible for all food and supplies, and for reception setup and cleanup. All library furniture must be moved back to its original position at the conclusion of the reception.

READING DAY AND EXAM WEEK

During the last three weeks before exams, we must reserve a quiet environment for our students. Consider having your reception after exams; alternatively, during the final three weeks before Reading Day receptions must take place on Saturday morning/afternoon, or in the Hollins Room. During Reading Day and Exam Week, receptions cannot be held in the library at any time.

During Reading Day and Exam Week, the tables and chairs in the second floor study alcoves must remain in the alcoves and available for student use.

EXHIBIT CONTENT

As a liberal arts institution, and in accordance with the American Libraries Association's recommendation for Intellectual Freedom, the Wyndham Robertson Library is a space where ideas are freely exchanged and civil discourse is encouraged. This commitment to fostering diverse opinions and freedom of expression extends to our exhibits. That said, the library is intended to be a welcoming space for all people. Should you find an exhibit to be offensive or inappropriate, please submit your concerns in writing to the University Librarian, Luke Vilelle. This will initiate a process where your complaint is registered and the artist(s) can respond. The University Librarian will then provide a written response to your complaint.