



UNIVERSITY OF TORONTO LIBRARIES

EXHIBIT POLICY: ROBARTS LIBRARY

The Mission of the University of Toronto Libraries is to foster the search for knowledge and understanding. Exhibits are valuable in this regard as they facilitate community outreach, user education and relationship building with the academic community. They serve to inform, educate, entertain, and promote the Library's information resources and services in keeping with its mission to foster the search for knowledge and understanding in the University and the wider community as well as its role in supporting the University's teaching and research activities.

Robarts Library's primary exhibit space is located on the first floor in the central area and on the second floor in the north and south porticos. This policy defines the philosophy, goals, best practices and acceptance guidelines for exhibits in these areas.

The International and Community Outreach Committee will be responsible for proposing revisions and updates to this policy for approval by the Deputy Chief Librarian.

GOALS

- Showcase, celebrate, and recognize the innovative scholarly output of the University community, including faculty, librarians and students.
- Communicate the value of the University of Toronto Libraries as one of the leading research libraries in the world and a key partner in establishing the University of Toronto as an internationally significant research institution.
- Educate the user community about the Library's role in supporting the research and teaching activities of the University.
- Support the mission of the Library to foster the search for knowledge and understanding in the University and the wider community by providing physical spaces that inspire creativity and accelerate discovery.
- Promote the collections, resources and services offered by the University of Toronto Libraries.
- Acknowledge gifts to the Library and encourage giving.
- Represent a diversity of topics and the diversity of our users while upholding the values of respect for intellectual integrity, freedom of enquiry and rational discussion shared by the Library and the University.

CRITERIA FOR SELECTION

Exhibits in the Robarts Library will be selected in accordance with the exhibit policy and goals above and the specific criteria below. Exhibit spaces will be made available to University and University-affiliated departments, groups, and organizations, to student organizations registered with the University of Toronto Student Life division, and to external exhibitors sponsored by the Library.

The following criteria will be taken into account when considering exhibit proposals. Exhibits do not necessarily need to meet all criteria. The Library reserves the right to approve or reject all exhibit proposals, to exercise final approval for the content and layout of the exhibit, and to make all decisions regarding length of exhibit duration and placement of the exhibit within the library.

CRITERIA:

- Relevance of subject to library collections and/or the Library's role in supporting the teaching and research activities of the University.
- Appropriateness of subject for location and audience.
- Broadness of appeal of the primary subject.
- Relation to other events or exhibits in the library.
- Does not promote the financial gain of any individual, organization, or commercial entity.
- Inclusion of descriptive materials which contextualize the content of the exhibit.

The University of Toronto Libraries affirms the principles stated in the American Library Association's [Library Bill of Rights](#) and [Intellectual Freedom Manual](#). Decisions of the International and Community Outreach Committee regarding approval of exhibit proposals are made in consultation with the manual's [chapter on exhibit spaces and bulletin boards](#).

EXHIBIT PROPOSAL PROCESS

The process for proposing an exhibit in the Robarts Library is as follows:

1. Prospective exhibitor reads Exhibit Policy.
2. Exhibitor completes and signs the Exhibit Proposal form, and sends a copy to jack.leong@utoronto.ca, Chair of the International and Community Outreach Committee.
3. International and Community Outreach Committee approves or rejects the proposal in a timely manner. The prospective exhibitor is contacted with the result.

EXHIBIT LOCATIONS

The Robarts Library has three exhibit locations, one on the first floor and two on the second floor. The central area on the first floor features five glass cases with removable shelving which may house books, posters, other print material and artifacts. Exhibits booked for this area typically make use of all five cases.

The north and south porticos on the second floor feature separate, but identical, exhibit facilities. Each consists of two arched rows of thirteen stations which may house posters, artifacts and/or digital displays. Exhibits accepted for the second floor spaces will generally be of a longer duration than exhibits housed on the first floor.

Approved exhibits will be booked at the discretion of the Library, based on availability and suitability for the space.

FUNDING

Exhibitors are responsible for all costs associated with the exhibit. Exhibitors are responsible for publicity beyond that provided by the Library.

SECURITY AND INSURANCE

The Library will not be responsible for the security of exhibits at any time, including during transport, installation, or dismantling. Prior to installation of an exhibit, exhibitors and a representative of the Library must sign a release, indemnifying the University of Toronto Libraries from any responsibility for loss or damage. Insurance coverage, if needed, is the responsibility of the exhibitor.

OTHER EXHIBIT SPACE

Exhibit space may also be available at one of the special libraries located in the Robarts Library building. Please contact these libraries directly to enquire about availability.

Cheng Yu Tung East Asian Library

Hana Kim, Director
416-978-7690 / hn.kim@utoronto.ca

Petro Jacyck Central & East European Resource Centre

Ksenya Kiebuszinski, Head
416-978-1288 / ksenya.kiebuszinski@utoronto.ca

Richard Charles Lee Canada-Hong Kong Library

Jack Leong, Director
416-976-3892 / jack.leong@utoronto.ca