

University Library Gallery Use Policy

Scope

This policy provides guidance on the use of gallery spaces which are available for programming by the library and the GSU community. These spaces include the Library North Exhibit Gallery (2nd floor) and, for digital exhibits, the CURVE wall (Library South, 2nd floor).

The exhibit gallery located in Library South, 8th floor is managed by the Special Collections & Archives department, therefore this policy does not apply to that space.

Purpose

The purpose of the University Library's galleries is to provide meaningful, educational experiences for GSU students, faculty, staff, and the community through exposure to art and artifacts representing a variety of perspectives.

Eligibility

The galleries may be used by:

- Georgia State University academic departments and offices
- External travelling exhibits invited by the University Library
- University Library departments

Proposed exhibitions should be submitted with **this form**. The University Library will respond to requests within one week. The gallery spaces are not available for use by outside groups.

Liability

The University Library is not responsible for any losses. Exhibit cases do have some limited built-in security but are not theft-proof. Use of the gallery space is recorded by the university's security camera system, but use of the space is not monitored in real time.

Gallery Use

Library North Exhibit Gallery

The LNEG is equipped to display wall mounted art, 3D objects, and digital content. The length of exhibitions can vary but will generally last for 6 – 8 weeks. The exhibit organizer will be responsible for mounting and taking down the exhibit at an agreed-to time. No items may be adhered to walls. The organizer's department/office will be responsible for any damage created by the exhibit. Every exhibit must include a panel or other document that identifies the host department/unit.

Planning and costs associated with any exhibit-related event (such as an exhibit opening with invited guests) are the responsibility of the department organizing the exhibit. Events must be approved as a separate request and must comply with all university and library policies.

CURVE Interact Wall

The CURVE Interact Wall may be programmed as a digital exhibit space between scheduled uses. The length of exhibitions can vary. The exhibit organizer will be responsible for providing slides formatted to fill the wall at least one week before the beginning of the exhibit. The slides will run on a loop for the

duration of the exhibit. Note that the University Library reserves the right to insert library slides between the beginning and end of the slideshow (but will not insert content into the middle of the exhibit slides).

Adopted by Library Administrative Council 2024-02-20