

**Doe and Moffitt Library Exhibits Committee**  
**MINUTES**

**Meeting Monday, Jan. 11, 2021**

**EXHIBIT COMMITTEE ACTION ITEMS**

- Website Analytics
  - The Committee will begin analyzing the web traffic to the [exhibits website](#) to better understand the reach of digital exhibits.
  
- Schedule update
  - In light of the campus closures, a tentative revised schedule for physical library exhibits with dates between September 2021 through January 2023 have been confirmed. The exhibits committee will continue to only accept [Online Exhibit proposals](#), until further notice.
  
- Digital Exhibit Guidelines (Online Exhibits Toolkit) project
  - The Exhibits Committee is in the process of creating an Online Exhibits Toolkit (FAQ) document; a resource that will outline exhibit policies, and describe best practices for research and planning techniques. The toolkit will be designed to help guide exhibits curators in effectively demonstrating thematic representations of the Library's collection, with online exhibits.
  
- LibGuide project
  - Committee members are working on an Exhibits LibGuide that will replace the [Exhibits Manual](#) on the [Staff Web](#). The information in the guide will include details about exhibit policies, processes, location and logistics, promotional resources, best practices, scheduling, and copyright use for physical and digital exhibits.
  
- Exhibits Archive Documentation
  - The Exhibits Archive, drafted in 2019, was selected by the Exhibits Committee as a project that will be used to document available resources and assist curators; identifying historical strengths, as well as underrepresented areas where Library Exhibits could benefit from increased outreach and representation of the collections.

**Next Meeting Agenda Items**

- Follow up on LibGuide and Exhibits Archive projects.
- Decide next steps for Online Exhibits Toolkit.
- Discuss incoming online exhibit proposals.

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