

**Doe and Moffitt Library Exhibits Committee
MINUTES**

Meeting Monday, March 15, 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. Due to low web traffic, we will begin to explore how we can improve digital exhibits promotions and develop strategies to increase engagement.

- 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.

- 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, decision-making processes, location and logistics, promotional resources, best practices, scheduling, and copyright use for physical and digital exhibits.

 - This LibGuide will include our Digital Exhibits Guidelines
 - This FAQ document will outline exhibit policies, and describe best practices for research and planning techniques in crafting online exhibits through the Spotlight platform. The toolkit will be designed to help guide exhibits curators in effectively demonstrating thematic representations of the Library's collection with online exhibits.

- Exhibits Archive Documentation
 - The Exhibits Archive, drafted in 2019, was selected by the Exhibits Committee as a project that will be adopted and maintained by Committee members 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.
 - Through the analysis of the data gathered in this project we have seen that most Doe/Moffitt Library exhibits, in the past, have been created from the Humanities and Social Sciences collections by librarians in the later stages of their careers and that there has been an increase in collaboratively created exhibits in recent years.
 - We will continue to work on this project, attempting to fill in missing data about the divisions represented by the respective exhibits.

- Discussion about the role and scope of the Exhibits Committee
 - We would like to more effectively communicate the role of this Committee to the organization at large.
 - We discussed strategies to fulfill our diversity, equity, and inclusion goals.

Next Meeting Agenda Items

- Follow up on LibGuide and Exhibits Archive projects.
- Discuss incoming online exhibit proposals.
- Follow up on Diversity, Equity, and Inclusion strategies.

-- end --