

**Doe and Moffitt Library Exhibits Committee
MINUTES**

Meeting Monday, Nov. 16, 2020

Welcome

EXHIBIT COMMITTEE ACTION ITEMS

- Exhibits Committee Members will begin work on the Digital Exhibits Guidelines document.
 - The guidelines will outline FAQs, policies, and explain how to use online Spotlight exhibits to develop thematic representations of the Library collection.
 - How to navigate issues of rights
 - Borrowing materials from other collections
 - Assessing differences between physical and digital exhibits
 - How to better promote digital exhibits once completed.
- Exhibit Committee Members will analyze past exhibits and build a dataset that outlines the full history of Library Exhibits and topics.
 - The purpose will be to identify historical strengths as well as underrepresented areas which could benefit from targeted outreach.
- Members of the Exhibits Committee will design and construct an Exhibits LibGuide that will link from the Library directory. (*This will replace the current exhibits manual link.*)
- A new call for Spotlight Exhibit Proposals will be emailed to Library staff.

Next Meeting Agenda Items

- Identify and assign roles for Digital Exhibit Guidelines project.
- Follow up on LibGuide project.
- Discuss incoming exhibit proposals.

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