

Doe and Moffitt Libraries

# EXHIBITS MANUAL



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### **I. EXHIBITS COMMITTEE**

The Doe/Moffitt Library Exhibits Committee reports to the Associate University Librarian for Educational Initiatives and User Services and Director of Doe, Moffitt and the Subject Specialty Libraries. It reviews, selects, and schedules Library exhibits in accordance with the policies and procedures described in this manual. The eight-member committee includes representatives from the Library Communications Office, The Bancroft Library, Doe/Moffitt, and subject specialty and affiliated libraries. Committee members are appointed in staggered two-year terms. The committee receives consultation from the Preservation Department and Library Design staff as needed.

The Library Exhibits Program is designed to engage students, faculty, staff, and visitors with Library collections. These exhibits may be scheduled in conjunction with campus and Library events, important scholarly meetings on campus, faculty honors, publications, or other significant occasions. While the Library's principal interest is in the display of its own resources, exhibits of materials from outside the Library are also considered. Exhibits are produced to educate, share information, and entertain while inspiring discussion on a wide range of issues. Materials selected for display are intended to place the exhibit in an appropriate historical and/or cultural context.

## **II. GOALS**

- a. Promote the diverse holdings and scholarly value of specific library collections.
- b. Nourish intellectual, aesthetic, and creative growth.
- c. Educate the campus community about a particular theme.
- d. Enhance the strategic mission and development goals of the Library.
- e. Encourage individuals to contribute to the growth of knowledge or extension of the arts.
- f. Support university events, programs, symposia, and activities.
- g. Promote community relations.
- h. Recognize Library supporters, friends, and donors.

## **III. REVIEW PROCESS**

Proposals must be submitted through the [Exhibit Proposal Form](#).

The Doe/Moffitt Library Exhibits Committee meets every other month, or as needed, and responds to all proposals in a timely manner. When the committee approves a proposed exhibit, it is scheduled on the Exhibits Calendar, usually six months to a year in advance of its scheduled time. For Brown Gallery exhibits, the Exhibits Committee Chair serves as the liaison between the exhibits coordinator, the committee, Library Communications, and other Library staff as needed. During the production process, the Preservation Department liaison assists the exhibits coordinator and the curator(s) in advising on the proper display of Library-owned and borrowed archival collection materials.

## **IV. CRITERIA FOR SELECTION**

The Exhibits Committee reviews proposals with reference to the policy and goals statements. The following criteria also apply as exhibit proposals are reviewed, although not all exhibits will meet all criteria.

- a. Relevance to Library collections.
- b. Broadness of appeal of the main theme.
- c. Appropriateness of subject, technique, and style for intended audience.
- d. Educational content, ranging from advanced scholarly contributions to general informational value.
- e. Vitality and originality.
- f. Visual appeal.
- g. Relation to special events, anniversaries, holidays, etc.
- h. Historical or regional relevance.
- i. Relation to other events or exhibits in the community.
- j. Ease and cost of installation.
- k. Representation of an influential movement, genre, trend, or national culture.

**V. EXHIBIT LOCATIONS**

The locations available for exhibits within Doe/Moffitt are:

- a. The Bernice Layne Brown Gallery (twelve cases)

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- The Doe Library, north entrance, Gallery space named in recognition of Mrs. Brown, wife of the California governor Edmund G. "Pat" Brown.
- The Bernice Layne Brown Gallery must be named *in full* within related exhibit materials.

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- b. Reference Case (floor 2, Doe Library)
- c. Library Prize Case (floor 2, Doe Library)  
Case title: "Charlene Conrad Liebau Library Prize for Undergraduate Research"
- d. Moffitt Lobby (three cases, floor 3, Moffitt Library)
- e. FSM Café display cases (four vertical display cases)

**VI. FUNDING**

The Library provides funding for the production costs associated with Library exhibits. The exhibit production budget includes digitization\*, printing (e.g.. facsimiles, exhibit poster(s), banner(s), exhibit display holders/furniture, label production, and framing.)

a.	Brown Gallery .....	\$1500 ea. / 2 per yr
b.	Moffitt exhibit cases .....	\$1000 ea. / 2 per yr.
c.	Library Prize exhibit case .....	\$300 ea. / 2 per yr.
d.	Reference exhibit case .....	\$300 ea. / 1 per yr.
e.	Free Speech Movement Cafe (FSM display cases) .....	\$300 ea. / 1 per yr.
f.	Spotlight (online exhibits) .....	2 per year

If material from the University Library Collection needs to be digitized for facsimile reproduction, the exhibits coordinator and the Digital Imaging Lab (DIL) will coordinate a production schedule with the curator(s). The Bancroft Library requires that all requests for Bancroft material be requested through [Aeon](#), including the call number, title, and description. A maximum number of digital reproductions (per exhibit) are allowed without charge: Brown Gallery (qty. 50), Moffitt Library (qty. 25), Library Prize (qty. 25), Free Speech Movement Cafe (qty. 50), and Spotlight exhibits (qty. 25). Any additional reproductions will require an additional charge. A price list is available upon request. Exhibit locations include all University Library exhibit and display facilities coordinated by the Doe/Moffitt Libraries Exhibits Committee Program.

## **VII. SCHEDULE AND CALENDAR**

The Exhibits Committee generally schedules up to one exhibit per year in the Free Speech Movement Cafe cases, and two exhibits per year in the Brown Gallery, the Doe Reference Case, and the Moffitt Cases: one fall and one spring slot. The Moffitt cases require special consideration: As the "On the Same Page" program is scheduled in the fall, the space is reserved at this time for exhibits geared toward the students' return to campus. Other applicants for the Moffitt Cases are encouraged to submit ideas for the spring slots. Exceptions can be made for fall with approval.

The committee is updated regularly about the plans for the Library Prize exhibit case and the portable exhibit cases, but generally does not oversee approval of the exhibit content. In selected cases, the portable case subjects —if submitted from outside of the Library staff community — should be reviewed and approved by the Exhibits Committee Chair and/or the Associate University Librarian.

## **VIII. VIDEO DISPLAY**

Video loops displayed on exhibit TVs or tablets provide a unique opportunity to showcase the Library's extensive audiovisual collections. While most exhibits feature a sampling of brief clips, some have elected to show full films on a loop. Contact Gisèle Tanasse, [gтанasse@library.berkeley.edu](mailto:gтанasse@library.berkeley.edu), Film & Media Services Librarian, in the early stages of your exhibit planning for a broad range of support options, including selecting video works, captioning video for accessibility, evaluating licensing needs for looping full films, digitizing analog works, and creating loops. Because the Media Resources Center's digitization equipment is heavily used during the semester and captioning work is labor intensive, it is important to communicate needs in advance to ensure loops are prepared for exhibit installation.

## **IX. INTERACTIVE DISPLAYS**

iPad tablets are available, upon request, for use within exhibits for interactive displays, live website feeds, or video presentations. The Library has four iPads that rotate between each Doe and Moffitt exhibit location. Please allow a minimum of three months' notice to reserve the units. During installation, the tablets are mounted securely for the exhibit display by the Library IT department.

## **X. CONSERVATION**

Library Preservation staff are experienced in the proper handling and display of unique and fragile materials. Please request guidance from Library Preservation if you'd like help to access the condition of material for the display. Cases are not environmentally controlled and questions may arise relating to lighting and exposure to natural light; temperature; installation fixtures such as bookstands, cradles, and supports; hanging items within cases; transport and handling of materials; and conservation work required prior to the display of materials. The Library Preservation Department is available for consultation on questions related to the protection of materials.

## **XI. BANCROFT LIBRARY REQUESTS**

Use **Appendix C** or [Aeon](#)

## **XII. INSURANCE**

Library materials are covered by self-insurance. Prior to installation, all exhibit curators must submit a waiver signed by the responsible parties releasing the Library from any responsibility for loss or damage to materials not owned by the Library. Short-term insurance policies are available from the Library. The curator, with the assistance of the exhibits coordinator, should prepare a list of items to be insured, including a brief description with the value, to be submitted to the Library Business Office.

## **XIII. EXHIBITS ON LOAN**

The Doe/Moffitt Library Exhibits Committee is also responsible for reviewing and approving, in consultation with the Associate University Librarian, all exhibit requests for display of non-Library materials anywhere within the Doe/Moffitt complex. The committee will consider the policies and criteria for exhibits as it reviews such requests. Consideration of locations not detailed in [Appendix B: Description of Exhibit Locations and Facilities](#) includes noise, disruption, security, and Fire Marshal regulations.

## **XIV. DIGITAL EXHIBITS**

The Doe/Moffitt Library Exhibits Committee encourages the creation of online exhibits. These exhibits may occur in one of two ways: **[1]** exhibits may be “born digital” with no physical component in a Library exhibit space, or **[2]** a digital exhibit is made in conjunction with a physical one, thereby prolonging the life of an exhibit beyond its installation dates.

### **BORN DIGITAL**

Born digital exhibits support the goals of the Library in innovative and interesting ways. Although these exhibits do not replace the interaction of individuals with actual objects, they do offer benefits such as elimination of concerns regarding the use of physical Library space; security concerns for materials; and preservation of items on display. In addition, online exhibits present the opportunity to expand the audience for Library exhibits beyond the physical borders of the Library.

Born digital exhibit proposals will be evaluated on the same criteria and goals established for three-dimensional exhibits. The exhibits will undergo a similar review process, but the committee will consider additional factors such as the technical implications, data storage aspects, and other issues inherent in digital exhibits.

## EXHIBITS ARCHIVED ONLINE

For exhibits that are installed in the Library exhibit cases, curators are encouraged to make an online version that mirrors the physical one and/or provides auxiliary content.

The preparation and installation of a digital exhibit may be at least as labor intensive and costly as a traditional exhibit. The creation of digital images, the preparation of text for electronic display, and the linking of text and images are obvious factors in this equation. The Library currently supports the use of Spotlight software to build a digital exhibit. Curators may use this software. All digital exhibits, regardless of their technical makeup, will be linked to from the Library's main [online exhibits](#) website.

## XV. PUBLICITY

For Brown Gallery exhibits, the Library Communications Office handles publicity, often by writing a story based on interviews with the curator(s). LCO aims to photograph the exhibit in progress when possible — showing the curators, the designer, and the materials they are working with — and usually photographs the complete exhibit after installation.

Curators should post an exhibit to the campus [events calendar](#) and can post to [Library Update](#) if they choose. Curators may also promote the exhibits with relevant campus departments or community news outlets.

Library Communications will post any story content to [Library News](#) and will share with appropriate campus and/or outside media outlets. LCO will often share on the main Library social media accounts.

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*Exhibit curator(s) are responsible for preparing the content (academic or additional promotional publications) associated with their exhibition. Examples include a bibliographical list of items displayed, a postcard, or an exhibit catalog. Text should be provided to the Library Communications Office via a Google Drive document at least six weeks prior to the opening of the exhibit. Curators should first check that the Library Communications Office can take on this additional work. Curators must also arrange for funding of these additional pieces.*

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## XVI. PHOTOGRAPHY & VIDEOGRAPHY REQUESTS

The exhibit designer routinely records all Library exhibits with photos retained in an exhibit archive. If exhibit curator(s) wish to take additional photos at their own expense, and need to open cases to produce high-quality photographs, arrangements must be made with the exhibits coordinator.

## XVII. RECEPTIONS

Receptions for the two annual Brown Gallery exhibits are funded centrally through Library Communications. Curators for the Brown Gallery exhibits should coordinate all reception details with the library events coordinator. For any publicity or design element needs that include programs, signs, flyers, invitations, bookmarks, or name tags, you should complete the [Communications Project Form](#). Consult with the library events coordinator to discuss ideas and options for events that require catering, security, custodial arrangements, parking, room arrangements, or alcohol permits.

Requests for use of Morrison Library will be considered in accordance with the Morrison reservation policies and requests should be made at least a month or two in advance through the online [Morrison Library Reservation Request Form](#). If you are interested in requesting other Library spaces for your reception, contact the library events coordinator to discuss other options and availability.

### APPENDIX A: EXHIBIT PROPOSAL FORM

Please submit your project proposal via the [online exhibit proposal form](#).  
(This URL only works in Chrome and Internet Explorer.)

### APPENDIX B: EXHIBIT CASE DETAILS

#### Bernice Layne Brown Gallery

The Bernice Layne Brown Gallery at the North entrance to Doe Library includes twelve exhibit cases with the following distribution, including two Bender cases, four Nash cases, and six Treasury cases:

#### Exhibit Cases by Category



**BENDER CASE**

b.1, b.2



**NASH CASE**

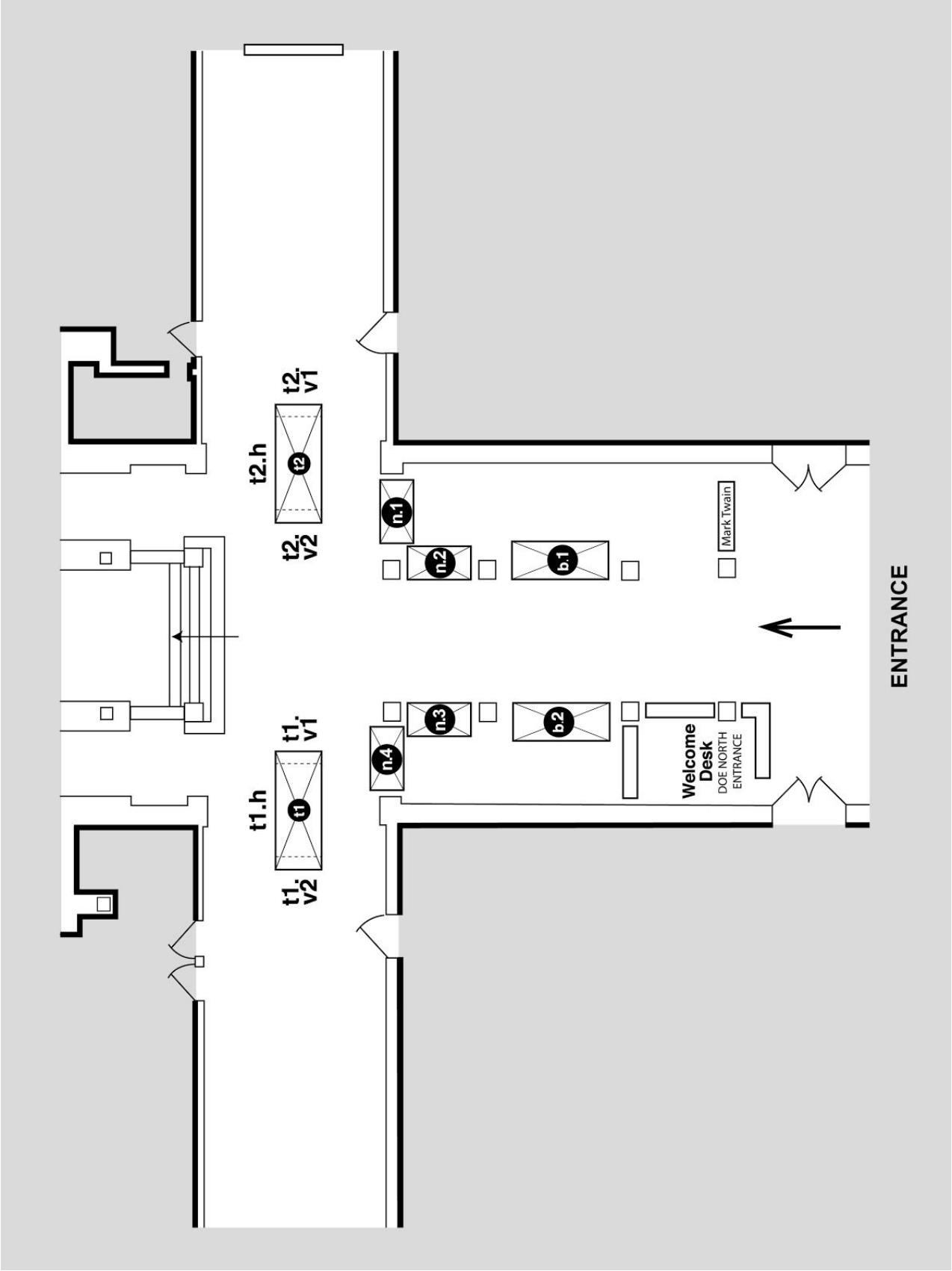
n.1, n.2, n.3, n.4



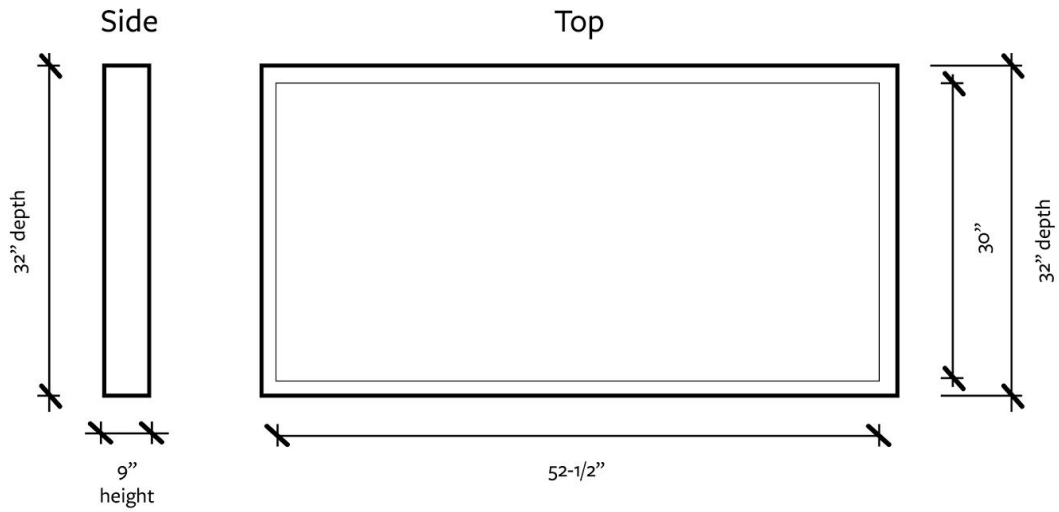
**TREASURY CASE**

t1.v1, t1h, t1.v1,  
t2.v1, t2h, t2.v1



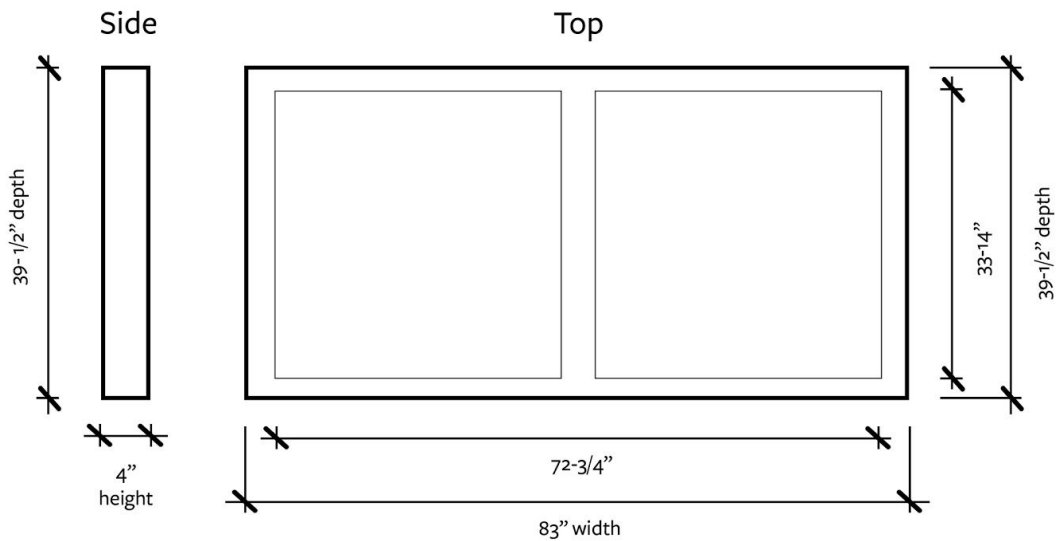


## NASH CASES (4)



- Dimensions: [Sloped table cases] 54-1/4"(w) x 32"(d) x 9"(h)
- Linen backing, natural color. No paint allowed.
- Pins, tape, etc. are OK.
- Entire glass portion is hinged at back, supported on props when open.
- Filtered, overhead lighting from ceiling.

## BENDER CASES (2)

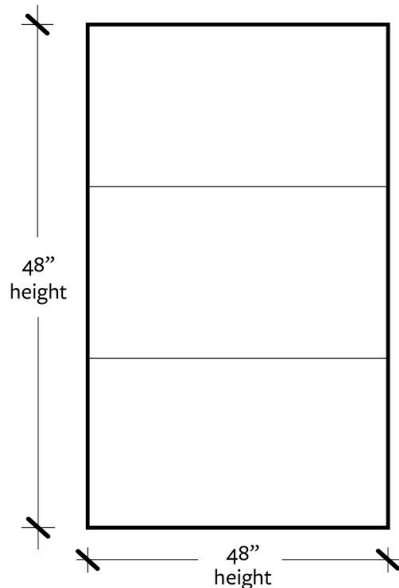


## BENDER CASES (Cont.)

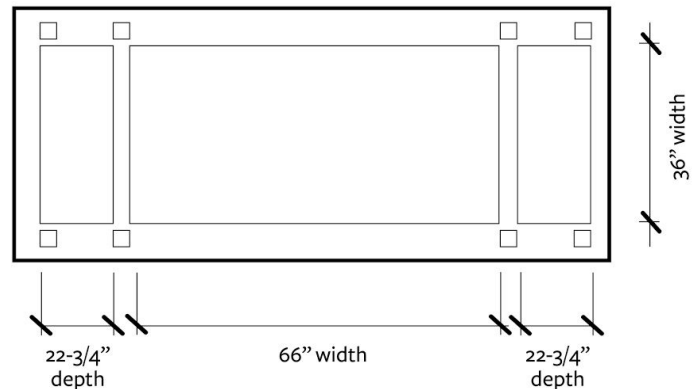
- Dimensions: [Flat cabinet cases] 83"(w) x 39-1/2"(d) x 4" (h)
- Linen backing, natural color. No paint allowed.
- 2" wide divider in glass top which must be taken into account for layout.
- Pins, tape, etc. are OK.
- Cases open as one big drawer.
- Natural exterior lighting, and filtered overhead lighting from ceiling.

## TREASURY CASES

### Vertical



### Horizontal



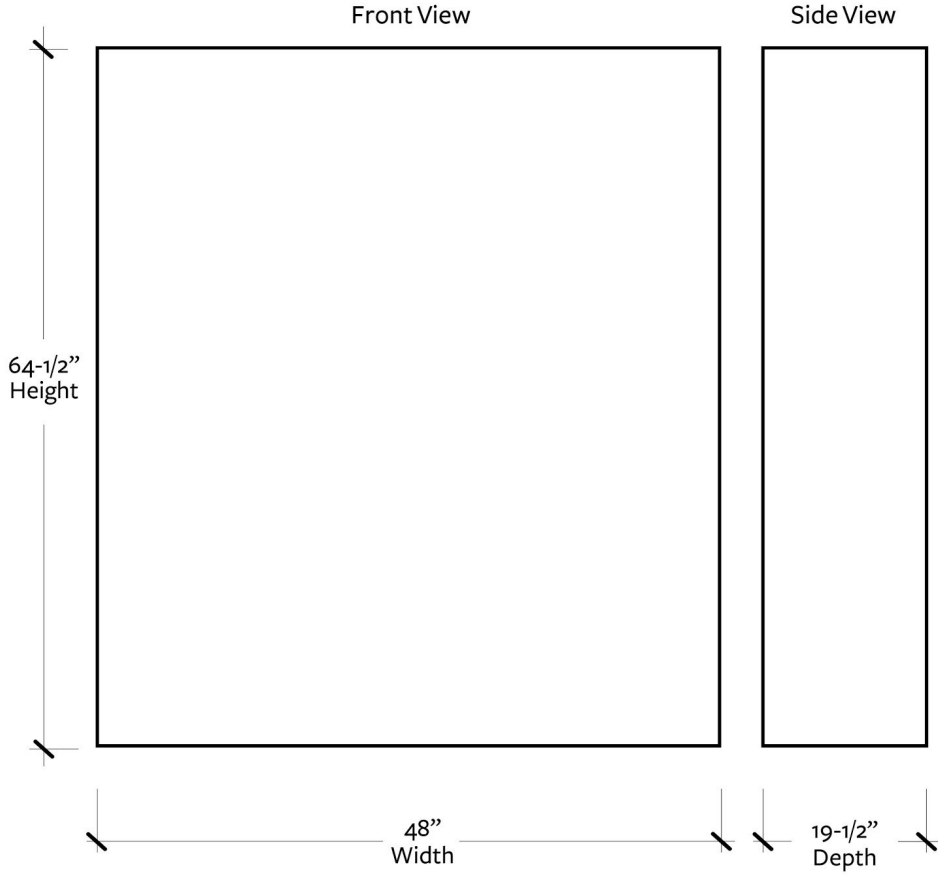
### TREASURY VERTICAL CASES (4)

- Dimensions: 36"(w) x 22-3/4"(d) x 48"(h)
- Built in shelf runners with eight interchangeable shelves.
- Linen backing, natural color. No paint allowed.
- Plywood behind linen, allows use of nails for hanging book stands, etc.
- Front face of each is a door on a piano-hinge; requires 3 keys to open.
- LED adjustable track lighting system. Not dimmable.

### TREASURY HORIZONTAL CASES (2)

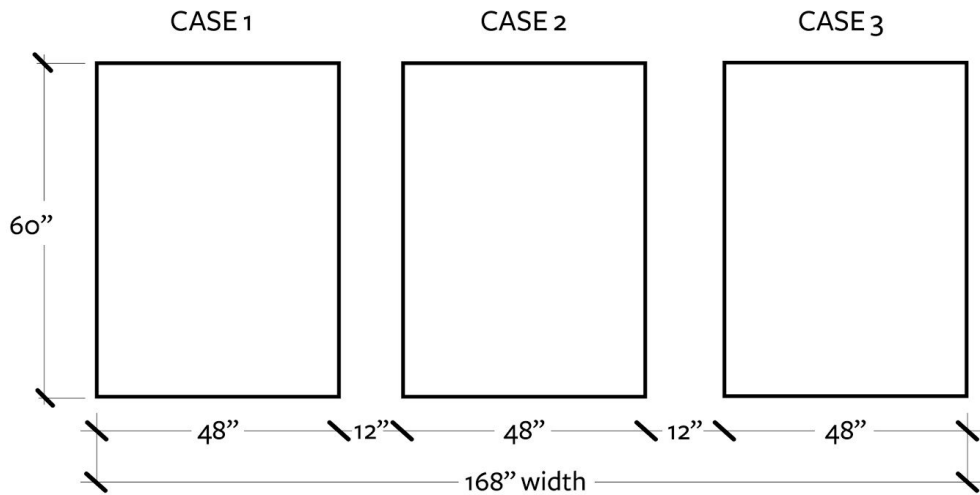
- Dimensions: 66"(w) x 36"(d) x 9"(h)
- Linen backing, natural color, which cannot be painted.
- 2 Treasury Cases (centered in corridor; not movable).
- LED adjustable track lighting system. Not dimmable.

**LIBRARY PRIZE CASE / REFERENCE CASE**



- Dimensions: 48"(w) x 19-1/2"(d) x 64-1/2"(h)
- Located on the 2nd floor of Doe Library.
- Free-standing with overhead LED fixtures.

## MOFFITT EXHIBIT CASES, 3rd floor



- Wall-mounted cases across from the 3rd floor elevator.
- Dimensions: 48"(w) x 14"(d) x 60"(h)
- Lighting is provided by LED fixtures and can be directed into specific areas or onto objects.
- Timers are set to turn lights on and off at specified times.
- Back of the cases are lined with black painted bulletin board material.
- Bottom surface is natural wood.
- No means of hanging anything inside case from ceiling.

## FREE SPEECH MOVEMENT (FSM) CAFÉ CASES

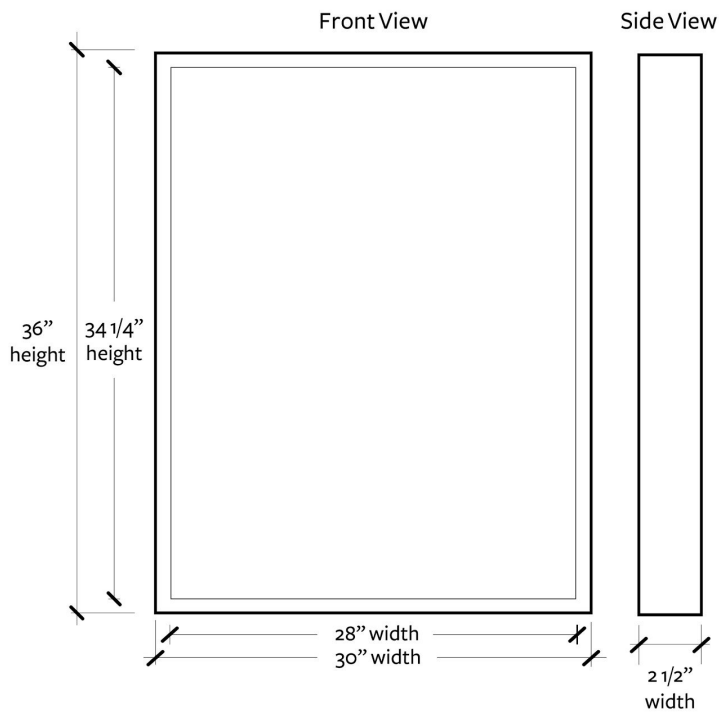
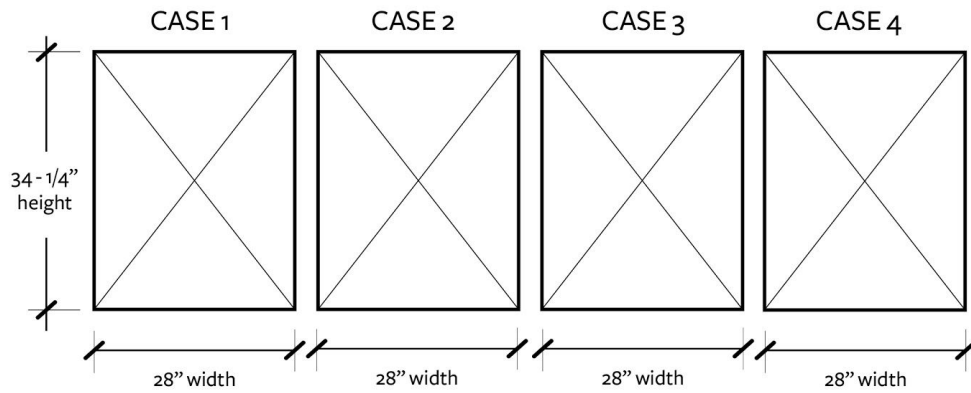
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### Free Speech Movement Café: Educational Program Series

The four cases in the FSM Café are used to educate and inform café patrons about aspects of the Free Speech Movement or other issues related to public policy. **For more information visit the [FSM programs](#) page.**

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VERTICAL DISPLAY - FRONT VIEW



**FSM PROGRAM CASES (4)**

- 4 shallow depth identical wall-mounted cases.
- Indirect lighting from ceiling; no natural daylight or heat hazard.
- Backing is beige linen; short stem pins and/or nails can be used.

## APPENDIX C: BANCROFT LIBRARY COLLECTIONS LOAN REQUESTS

### How do I request material from The Bancroft Library for my exhibit?

- (a) Please notify Lorna Kirwan, collections manager, with any intention to exhibit Bancroft materials. Please refer to The Bancroft Library lending policy (attached below).
- (b) Materials can be requested for viewing in The Bancroft Library reading room through Bancroft's online requesting system, [Aeon](#).
- (c) During review, the items will be held "on hold" under the guest curator's name and available in The Bancroft Library reading room. (All Bancroft material must be viewed in The Bancroft Library Reading Room). Following is information regarding visiting the [Bancroft Library](#):
- (d) As the material is reviewed, use the pink flags in the reading room to flag items wanted for duplication. Place the flag in front of the desired item. When you are finished with an item, let the circulation staff know that a duplication request is imminent. That box will then be saved and the pink flags will not be removed. This will help the duplication staff fulfill your request more speedily and confirm that the correct items are reproduced.
- (e) Photographs and measurements should be taken of material prior to submitting the order as a production resource. (This can be helpful in evaluating what will fit in the exhibit cases during the material review). There are citation streamers available in the reading room. Please write the call number on these citation streamers and place these in every photo that you take. This will help you get back to the original item.

#### See [Conditions of Use Statement](#)

- (f) All requests for reproductions will need to be submitted through [Aeon](#). Please make sure to enter permission information as well or we will not know that these materials will be used in the Brown Gallery and you will be charged. Submit reproduction requests only for those items confirmed to be in the exhibit. Following are step-by-step instructions for how to submit a duplication and permission request, if needed.

#### See [Duplications and Permissions](#)

- (g) Because of the large amount of requests we are receiving, the turn-around time for receiving images is at least 40 days. Plan ahead and submit requests early. We cannot rush orders as we do not put staff requests in front of researcher requests.
- (h) If the order exceeds fifty items, the estimate and detailed itemized list of materials should be emailed to the exhibits coordinator for organization and submittal to Business Services for fund approval.
- (i) If chartstring approval is needed, the approved chartstring will be given to Lorna Kirwan and the Library Digital Imaging Lab will proceed with making digital files for exhibition facsimiles.
- (j) Once image digitization is complete, a URL is emailed to the curator and exhibits coordinator for high resolution downloads.

### **How much will the digitization cost?**

A maximum number of digital reproductions (per exhibit) are allowed without charge: Brown Gallery (qty. 50), Moffitt Library (qty. 25), Library Prize (qty. 25), Free Speech Movement Cafe (qty. 50), and Spotlight exhibits (qty. 25). Any additional reproductions will require an additional charge. A price list is available upon request. Exhibit locations include all University Library exhibit and display facilities coordinated by the Doe/Moffitt Libraries Exhibits Committee Program. These resources are for all University Library exhibit and display facilities. Additional scans are available at a reduced cost to the curator. All fees must be agreed upon prior to production.

### **Already Digitized items**

The Bancroft Library has a large digital collection as well. A large portion of this digital collection can be viewed online at [Calisphere](#).

You can also see images linked to finding aids at the [Online Archive of California](#).

If you are looking for images focused on UC Berkeley's history, you might find something in [Cal History](#).

We do have an internal database that can be accessed by Bancroft's duplications unit. If you have a very specific image in mind, but you cannot find it elsewhere, we can search this database for you.

High-resolution image files can also be requested through [Aeon](#). Please input the link where you found the image online in your Aeon duplication request.



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THE BANCROFT LIBRARY

BERKELEY, CALIFORNIA 94720-6000

TEL: (510) 642-3781

FAX: (510) 642-7589

## Requests for Exhibiting Items from The Bancroft Library Collections

### Exhibiting Original Material

All requests to borrow original material from the collections of The Bancroft Library must be submitted in writing to the Bancroft Collections Manager, Lorna Kirwan, [lkirwan@library.berkeley.edu](mailto:lkirwan@library.berkeley.edu). Lorna Kirwan will page the items, seek approval from the appropriate Bancroft curators, and produce the loan agreements. For review, the items will be held "on hold" under the guest curator's name and available in The Bancroft Library reading room. All Bancroft material must be viewed in The Bancroft Library Reading Room.

Where applicable, Lorna Kirwan will facilitate the creation of digital surrogates or aid in finding items for rotation during the exhibition. The Library Digital Imaging Lab will make digital files for producing exhibition facsimiles of Bancroft materials. The exhibition curator/borrowing department is responsible for funding the production of digital facsimiles.

Please allow at least six months for the exhibit process.

### Stipulations:

- (1) Published items may not be exhibited for longer than three months.
- (2) Original photographs and graphic works on paper, such as drawings, watercolors, etc. may not be exhibited in any part of the Library or campus without environmental controls that meet museum and conservation standards.
- (3) Original manuscript material, including objects and ephemera (nothing that could be considered one-of-a-kind), may not be exhibited in any part of the Library or campus without environmental controls that meet museum and conservation standards.
- (4) Total exhibit time shall not be longer than three months for any original material.
- (5) The condition of individual items will be considered. Any conservation cost will be paid by the borrower. Conservation may take an additional six months.
- (6) All items will need to be approved by the appropriate Bancroft curator.
- (7) Campus venues should expect to provide a Standard Facilities Report.

## **Digital Surrogates**

The Bancroft Library will be responsible for producing work orders and sending the items to the Library's Digital Imaging Lab. Please mark the individual item(s) chosen for digitization with a pink flag, with the flags visible upon opening the boxes/cartons and sticking out of volumes. After flagging the items, submit your request through [Aeon](#).

Depending on the size of the order, digital surrogates can take a minimum of 40 days to create. The exhibition curator/borrowing department is responsible for funding the production of digital facsimiles.

## **APPENDIX D: DIGITIZING MATERIAL**

### **Digital Imaging Lab (DIL)**

#### **Guidelines for exhibit imaging requests:**

- Each exhibit request must be accompanied with a detailed imaging list in a digital format. This must include the object title (illustration titles for volumes), size, image description, call number, page, location, and item ownership.
- Volumes and manuscripts must be tabbed with a slip of (non-adhesive) paper to identify the exact page for imaging. The slip should include the object title, page number (if there is one) or illustration title, and indicate either: recto, verso, or spread to be shot.

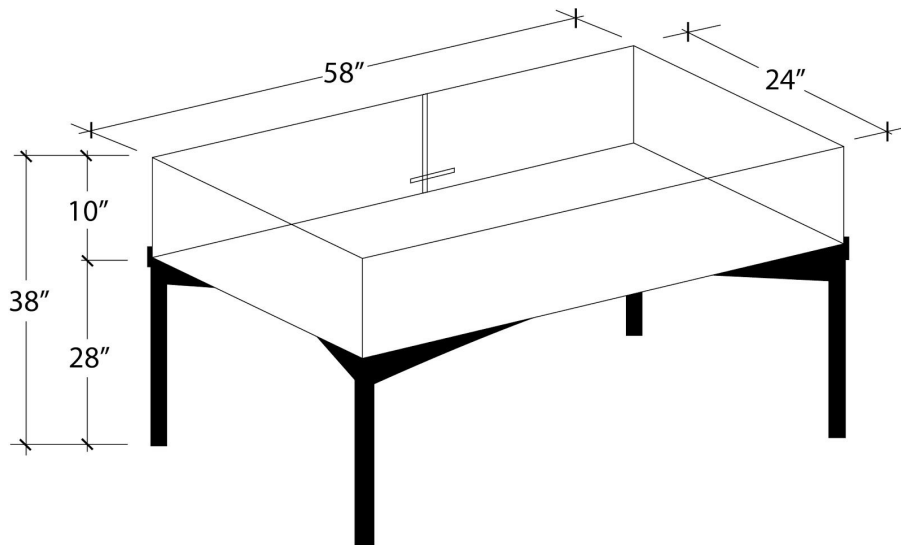
#### **Please no post-it notes to tab objects, these damage the materials.**

- The type of material (bound, oversized, photograph, manuscript) and the exact amount to be imaged must be stated prior to imaging. This may affect the project completion timeline.
- Any special requests, handling issues, or needs will be discussed at the time of request.
- Items requested for imaging must be delivered to 201 Moffitt at least 20 business days prior to the desired delivery date.
- Please send all requests through the Imaging Request Form after coordination with Aisha Hamilton, Library Communications Office.

## **Digitization Request Service Form**

### **[IMAGING REQUEST SERVICE DESK](#)**

## APPENDIX E: PORTABLE EXHIBIT CASES



### PORTABLE EXHIBIT CASE REQUEST

*One or both of the portable cases may be borrowed by library units for up to seven days.*

#### DIMENSIONS

58" long, 24" deep, 10" interior height,  
38" floor to top of case

#### EXHIBIT PLANNING

The exhibitor is responsible for exhibit content and installation. You may, however, request help with production of signs and labels from the Library Communications Office, with a minimum of two weeks lead time. A paper pattern may be borrowed from LCO to help plan your case layout.

#### MORRISON LIBRARY EVENT

For events inside Morrison Library, the portable cases will be delivered by Library Facilities prior to the close of the Library, and must be removed immediately following the event prior to the reopening of the Morrison Library. See the [Morrison Library hours](#) for more information.

#### DELIVERY

For events outside of Doe Library, the Library Communications Office can help arrange transportation with Library Facilities. Please make this request at least one week in advance.

-- end --