**Library Rotunda Exhibition Proposal Form**

The Albin O. Kuhn Library Rotunda offers a space for UMBC students, faculty, and campus organizations to curate exhibitions stemming from their original research or artistic endeavors. Exhibitions occur monthly, with proposals accepted on a rolling basis. If you are interested in curating an exhibition in the Library Rotunda, please review the attached Library Rotunda exhibition guidelines, and fill out and submit this form to Special Collections staff by email at speccoll@umbc.edu at least one month prior to your preferred exhibition opening date.

**Name of primary contact:**

**UMBC affiliation (select one):** student | faculty |staff | student organization | class project | campus center | other (please explain)

**Email:**

**Phone:**

**Brief Exhibition Description:**

**Preferred dates of exhibition** (please note: exhibition time slots are reserved for one calendar month):

Do you intend to request loans from Special Collections? Y/N

\*If yes, please submit a list of items requested as a separate attachment.

Do you require a poster stand? Y/N

How many vitrines do you intend to use?

Please list any additional requests:

I acknowledge that I have read and agree to abide by the Library Rotunda Exhibition Guidelines

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**Library Rotunda Exhibition Guidelines**

1. Albin O. Kuhn Library Rotunda exhibitions support the activities of the UMBC campus. Proposals are accepted on a rolling basis, and reviewed by Curator of Exhibitions in consultation with the Curator and Head of Special Collections. Projects must align with the UMBC mission, and will be reviewed on this merit and on the basis of feasibility.

2. The primary contact listed on the Exhibition Proposal Form is responsible for maintaining prompt communication with Library staff, for producing any didactic materials, and for furnishing exhibition materials. The primary contact must be present for the installation and de-installation of the exhibition. Didactic materials, including posters, labels, and explanatory texts must be reviewed by the Curator and Head of Special Collections before installation.

3. If exhibition materials are requested from Special Collections, the primary contact should visit the reading room to discuss their intentions with the Curator and Head of Special Collections, and submit a list of the materials requested (including call number or object number) along with the Exhibition Proposal Form. If Library materials are approved for display, a member of Special Collections staff must be present for installation and de-installation, and the library will provide appropriate mounts, cradles, etc. to ensure safe display.

4. To ensure public safety, no cords, additional lighting, or freestanding objects may be placed in or around the library rotunda, and nothing may be affixed to walls in or around the rotunda. The library will supply cases and a poster stand (upon request) for use during the exhibition.

5. Installation and de-installation must occur on the dates confirmed by the Curator of Exhibitions (typically, the first and last business day of the month.)

6. Cases will remain locked for the duration of the exhibition, however, the library is not responsible for damage, theft, or loss of personal items or artwork placed on display in the Library Rotunda.

7. The Library cannot take legal responsibility for exhibition objects lent by other individuals or institutions.

Questions about exhibiting in the library rotunda can be directed to speccoll@umbc.edu