

### Overview

The primary location for rotating exhibits in the Dayton Memorial Library is the Doyle and Margaret Hartman Gallery and Fireplace Lounge on the second floor of the Library. Other small exhibit cases also exist throughout the Library -- see the contact list for those locations. People or groups interested in creating a display or staging an exhibit in the library should contact the designated person for the specific location desired.

Each exhibit should have a clearly defined theme supporting topics that are scholarly, artistic, cultural, or historic, or that reflect the mission or traditions of the University. Exhibits may appropriately challenge the viewer but must show good taste in content and presentation. In the interest of intellectual freedom, exhibits of a controversial nature (political, ethical, or religious topics, for instance) will be considered, and if deemed necessary, clearance may be sought by University Administration. Complaints concerning nonconforming exhibits should be filed with the Dean of the Library who may form an *ad hoc* committee to consider the objection. The Dean of the Library's determinations will be final.

Campus groups are eligible to mount exhibits if the groups are recognized by the University Office of Student Activities or if they are affiliated with the student government. Commercial and political displays are permitted only if their primary aim is plainly educational, and not promotional. Non-campus groups that are affiliated with the Jesuit mission of developing men and women in service of others are eligible for use of this space. Faculty with notable collections or a body of work are also welcome. Non-Regis exhibitors will be considered on a case-by-case basis. In all cases, priority is given to exhibitors with a Regis affiliation.

To preserve the aesthetics of the area, exhibited material must be scaled to the available space. They should not cover commemorative signs, windows, lights, furniture, fireplace, or interfere with egress in or around the gallery area. Exhibits should never block access to the front doors or the stairwell. Sight lines between the circulation desk and the front doors must remain open. Except for receptions celebrating the opening of an exhibit, the character of the study space in the fireplace area should be preserved. Receptions should be scheduled with the exhibits coordinator.

The individual or group requesting the display is responsible for its installation. This includes identifying the materials, mounting items securely, providing legends or labels, and for removing the display in a timely fashion. Exhibits are typically staged for one calendar month. Shorter or longer durations may be considered on a case-by-case basis. The Library is not responsible for any breakage that may occur. Insurance concerns should be discussed with the exhibits coordinator, and coverage might be recommended from an outside agency. Limited numbers of security strips may be available; these should be arranged through the exhibits coordinator in consultation with the Access Services Department.

The Library will post announcements of exhibits on its webpage, blog, Facebook page, and on the Regis Today intranet site. All other advertising and marketing is the responsibility of the exhibitor.

### Instructions specific to the 2<sup>nd</sup> floor Fireplace Lounge:

- The library fireplace lounge area on the 2<sup>nd</sup> floor of the library can be booked for gallery receptions, literary events or small gatherings sponsored by the University. Times for such events must be coordinated, scheduled, and reserved through the designated contact found on the contact list.
- Event times are limited to daytime hours, with a late afternoon time period strongly recommended. Since the library closes early on Fridays and Saturdays, events on those days must be concluded by 5:00 p.m.
- The food may be catered through the official food service of the University or brought in by the event planners/sponsors.
- All food items must be disposed of by the caterer or by the event planners/sponsors at the conclusion of the event. Library staff is not responsible for clean-up or for food disposal and they are not permitted to accept leftover food items for use in the library.
- Existing furniture in the fireplace lounge area may be rearranged, but furniture must be returned to its original location at the conclusion of the event.
- Any Audio/Visual requests should be made to Media Services at least one week prior to the event. Please contact Media Services at (303) 458-4265 or [ddevine@regis.edu](mailto:ddevine@regis.edu).

### Gallery and Lounge Specifications

- Gallery case is 14 ft. 6 in. x 6 ft. There are multiple movable glass shelves. The case has lighting that is motion sensitive.
- The gallery area has an art display area of 27 linear feet along walls where work may be hung using the gutter and hook system.
- The Fireplace lounge area has an art display area of 32 linear feet along walls where work may be hung using the gutter and hook system.
- The Lounge area ceiling height is approximately 9 ft. 8 in. Artwork may be hung from the ceiling using the existing hook system.
- All measurements are approximate. If space to display art is needed outside the Gallery and Lounge areas, please consult with the exhibits coordinator.