CENTRAL LIBRARIES SPECIAL COLLECTIONS EXHIBITION POLICY AND PROCEDURES

Policy Statement

The Baylor University Central Libraries Special Collections, which includes all special collections housed in Moody, Jones, and Crouch Libraries, will consider displaying special collections materials to enhance the teaching, learning, and research environment at Baylor. Materials will be exhibited in a way consistent with preserving them for future use. The purpose of these procedural guidelines is to:

- facilitate the physical display of special collections items when appropriate
- affirm curatorial responsibility in decisions regarding the exhibition of special collections items
- specify the responsibilities of curators and exhibitions staff
- ensure the safety and security of items on display

All exhibitions requests will be evaluated on a case-by-case basis.

Procedures

The following non-comprehensive list delineates the component collections of Central Libraries Special Collections and names the curator in charge of each area:

Polk Rare Book Collection—Director of Central Libraries (Beth Farwell)
Sue Margaret Hughes Collection—Director of Central Libraries (Beth Farwell)
Scholars’ Collections—Director of Central Libraries (Beth Farwell)
  Albert P. Brogan Collection
  Edwin S. Gaustad Collection
  Kathleen Kenyon Archaeology Collection
  Matthew Black Collection
  Meroney Celtic Collection
  William Jackson “Jack” Kilgore Collection
  William Payne Collection
Personal papers and other collections—Director of Central Libraries (Beth Farwell)
  Fritz Mezger Papers
  National Federation of State Poetry Societies Collection
  Thomas C. Feuerstein Collection
Baylor Book Arts Collection – Associate Director of Central Libraries (Sha Towers)
Crouch Special Collections – Music Liaison Librarian (Clayton Crenshaw)
  Brazilian Baptist Music Missions
  Cecil R. Porter Organ Music Collection
  Charles Leonhard Collection in Music Education
  David Guion Collection
  Frances G. Spencer Collection of American Sheet Music
For the purpose of this document, a **curator** is anyone who has final curatorial responsibility for a given collection. **Exhibitions staff** refers to anyone tasked with designing, installing, and/or taking down an exhibition.

To process an exhibition request for an item from Central Libraries Special Collections, the following steps shall be taken:

1. At least two weeks before the item will be put on display, ask the curator for permission to use the item via phone, email, or an in-person meeting. Allow at least three business days for a reply. (Only in exceptional circumstances should curators be approached less than two weeks before the event.)
   a. Curators have final say on whether or not an item may be displayed and can deny a request for any reason. If the requested item is unsuitable for display, the curator can suggest alternate items or the use of a facsimile or copy of one or several pages. Curators can also dictate how the item will be shown: for example, they may mandate the use of foam supports or state that only the cover can be displayed.
   b. If the item is approved but has no BearCat record, the curator will ask the Rare Books Catalog Librarian to create a short record. (If the item is part of an archival collection, a record for that individual item will still be created. For manuscript materials, the first line of text, date, writer and recipient, or other identifying information will be recorded. The collection title and box and/or folder number for the item will be in the item record Call Number (099) field.)

2. If the request is approved, exhibitions staff will fill out an official request form. One half of the form will stay with the curator, while exhibitions staff will keep the other half.

3. Once the item is picked up, the curator (or, if asked to do so, the Rare Books Catalog Librarian) will edit the item record in the following ways:
   a. Mark the item’s Status as “In Processing”
   b. Add a Staff Note (field z): “Item on exhibition [date retrieved] [curator’s initials]”

4. Exhibitions staff will display the item in a secure case according to the curator’s instructions. Staff may request that the curator, or staff member designated by the curator, be on-hand to assist with arranging the item in the case.
5. When the exhibition is taken down, special collections items may **not** be left with Circulation staff. The item must be returned directly to the curator via an arranged meeting. If the curator is unavailable on that day, exhibitions staff must make alternate arrangements to secure the item. In order of preference, the following people may be asked to safeguard an item until the curator returns: Director of Central Libraries, Associate Director of Central Libraries, Music Liaison Librarian, Rare Books Catalog Librarian.

6. Upon return of the item, the curator will sign off on both halves of the exhibition request form. The item is not considered returned until the curator has signed the forms. If the item was given to an alternate person as listed above, that person will sign the exhibition staff member’s form; the curator will sign their copy only when they have received the item.

7. When the item has been received, the curator (or, if asked, the Rare Books Catalog Librarian) will return the Item Status to its original designation. The Staff Note will be changed to reflect the date the item was returned to the curator and will not be deleted. (Ex.: Item on exhibition 3/8/2016-6/20/2016 amm)
   a. If the item was part of a larger archival collection, the newly-created record for that item will be deleted. A Staff Note with the following information will be put in the collection-level record: “Item on exhibition [dates] [curator’s initials] [Box/folder number] [other identifying information if necessary]”
   b. If a short record was created for a non-archival item, the curator can choose to keep the record visible or suppress it from view. To preserve information on what items were displayed, the bibliographic record should not be deleted.

8. The curator or another designated staff member will reshelve or otherwise store the items.

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