Library Exhibits Processes and Procedure

1. Theme
   Before anything can be done on an exhibit, the theme and scope of the exhibit must be determined. Discussion should occur with the Director of Library Advancement and Director of Library Communications and Marketing concerning ideas or implementing previous decisions. This discussion should also include proposed dates (at least months) for the exhibit. Options for topics include anniversaries of important works, authors, and events (Baylor, local, Texas, United States, world) as well as significant happenings, University traditions, history, etc. Sometimes a theme is provided but not a specific title or wording. Brainstorming and discussion will lead to a proposal that must be approved by the Director of Library Advancement and Director of Library Communications and Marketing.

2. Events Calendar and Display Space
   Once a theme and time have been determined, the exhibit should be added to the Libraries Events Calendar so that all necessary parties know the plans and reserve the cases, panels and location. Under special circumstances, additional information may be required. This generally only occurs when collections outside of the Central Libraries wish to display materials, or vice versa. In this instance, the Director of Library Advancement should be consulted.

3. Research
   Exhibit preparation begins with researching the topic. The libraries offer a plethora of resources, including books, materials in special collections, the internet, and faculty/staff. This stage allows narrowing down the topic and determining the exhibit’s message. If the exhibit involves an anniversary, the research doesn’t need to be limited to that particular author or book or event. Wider reading about library exhibits and displays and the internet can offer great ideas, but so can people, including the Director of Library Advancement, the Director of Library Marketing and Communications and Marketing, students, faculty, staff, friends and anyone who will listen. They can help flesh out ideas for the exhibit and offer direction. They can provide insight on what may be good to add, how items can be displayed, and help focus the vision.

4. Materials Selection
   Research can only go so far in preparing the exhibit. Thinking and deciding what will be used for the exhibit follows and includes books, artifacts, images, audio visual materials, and answering the questions: What will help the exhibit come alive to the audience, and what will be interesting? Research shouldn’t be limited to the obvious but encompass the Mayborn Museum Complex, special collections, and resources in the local area.

5. Materials
   Once decisions have been made about ideal items for the exhibit, sources must be contacted and requests made. Below is a list of resources and how to borrow materials
from their collections for the exhibit. Upon receipt of any materials borrowed for an exhibit, an Incoming Loan Receipt must be completed.

a. Mayborn Museum Complex
   - Mayborn has thousands of artifacts that can be borrowed for an exhibit. Well in advance, an appointment should be made with Mayborn Museum’s Collections Manager to determine what items they have and then to view the options in person. Once objects have been requested, arrangements must be made with the Collections Manager to bring and mount the materials in the exhibit. Mayborn requires an Outgoing Loan form that must be completed before any materials can be left for the exhibit.

b. Special Collections
   - Special Collections include The Texas Collection, Armstrong-Browning Library, Keston Center, and W.R. Poage Legislative Library. These collections do not have their own loan forms, so a Baylor Central Libraries Incoming Loan Receipt form must be completed and signed before these items may be used in the exhibit.

c. Central Libraries
   - General Collection
     - Books from the Baylor Libraries General Collection must be checked out using the Exhibits Library Card. This card is in the Director of Library Advancement’s possession and should be presented at the circulation desk when checking out materials.
   - Rare Materials
     - Rare materials generally do not circulate. However, exhibits are an exception and thus makes the process a little more complex. To borrow these materials, the director of the appropriate collection must give approval. Once the rare books have been approved, they can be checked out using the Exhibits Library Card.
   - Crouch Fine Arts Non-Print Materials
     - Crouch Fine Arts Library non-print materials must be checked out using the Exhibits Library Card in Crouch which is located on the 3rd floor of Moody Library.

d. Other Resources
   - In some instances, another institution, museum, library, or individual, may have materials that benefit the exhibit. If this occurs, the person responsible for lending must be contacted and loan requirements understood. Any special issues must be discussed with the Director of Library Advancement. Once approval is given, the process will depend largely on the source. A lender may have loan forms to complete. If not, the Baylor Central Libraries Incoming Loan form can be used.
e. Images for Posters
Once appropriate images have been found, they should be submitted for approval by the Director of Library Advancement. These images are then provided to the Director of Library Communications and Marketing to create and print posters for the exhibit. Note that images taken from the internet are usually not of sufficient quality for posters, so other sources must be consulted.

6. Mounting Preparation
Preparing to mount the exhibit is an important part of the process. Collecting materials, writing text, printing and mounting labels must be completed. Decisions must be made as to image and label size. Generally, images are not printed smaller than a 5”x7” size. Labels should be edited and approved by the Director of Library Advancement before installation. Background fabric, frames, colors of mats/mountings, and stands must be chosen. Some of these items are housed in the 4th floor storage room. The Director of Library Advancement and Library Facilities Coordinator have keys. Materials for each case should be gathered and organized into a separate box to make mounting the exhibit easier and more time efficient. The order of hanging exhibit posters must be determined.

7. Mounting the Exhibit
Mounting an exhibit is much more than taking all the materials gathered and putting them into cases. Multiple schedules must be coordinated, care must be taken of special materials, and sufficient time must be allotted. Initially, a time for dismounting the previous exhibit and mounting the new exhibit must be scheduled with the Library Facilities Coordinator so that he/she can prepare everything needed for installation, including removing case tops, setting up tables to hold them, bringing in ladders for hanging posters, etc. Generally, mounting should start early in the day, around 9:00 am since installation often requires longer than anticipated. Removing a case lid takes at least two individuals under the direction of the Library Facilities Coordinator. An open case cannot be left unattended, so mounting preparation is extremely important. If something has been forgotten or left behind, valuable time will be used in supervising open cases and waiting for the exhibit to be completed.

When a new exhibit is mounted, an old exhibit is dismounted at the same time. Materials from the previous exhibit should be organized in boxes, either by where the materials are to be returned or by case. Once items have been removed, installation of new materials can begin. A plan should already be in place as to how the materials are to be arranged case by case, but sometimes reorganization may be necessary due to too many items in one case and not enough interest in another. This is a natural part of the exhibit installation, and rarely exhibits end up exactly as planned.

Mounting materials borrowed from the Mayborn Complex works differently. Mayborn staff mount and dismount all of their items. Therefore, a time must be coordinated with the Collections Manager. Mayborn staff need to be directed to where their materials will
be placed. Being ready when they arrive is essential. When everything has been set in its proper place, the Library Facilities Coordinator will supervise replacing lids on the cases.

Because the Baylor University Women’s Association of Houston donated one of the cases which contains a plaque, that case should be placed on the Goodpasture Concourse nearest to the Allbritton Foyer with the plaque facing the Allbritton Foyer. That case receives the most directed traffic with the one facing the Moody Memorial Library circulation desk the second most.

8. Dismounting the Exhibit

Once the exhibit has concluded, the display must be carefully dismounted and all materials returned to their appropriate homes. Each item must be carefully checked and the Loan Returned portion of the Incoming Loan Receipt completed and any damage noted. Each item MUST be returned to its original collection. Because of the time elapsed, incoming loan forms are crucial in double-checking the information. Once the steps are complete, the intern or person responsible for the exhibit returns the materials, gets the appropriate signatures, and submits all completed forms to the Director of Library Advancement for filing.

a. Mayborn Museum Complex and Special Collections
   - Once the condition reports have been completed, materials from the Mayborn Museum or Special Collections may be returned to their respective collections. Staff or graduate students from Mayborn will dismount, sign the appropriate forms, and return their artifacts.

b. Central Libraries
   i. General Collection
      - Items checked out from the Central Libraries book collection may simply be returned to the circulation desk for check-in and shelving.
   ii. Rare Materials
      - To return rare materials to their proper collection, they must first be taken to the circulation desk to be checked in. However, they MUST NOT be left at the circulation desk, but must be returned directly to the director of the collection.
   iii. Crouch Fine Arts Non-Print Materials
      - Materials borrowed from the Crouch Fine Arts Library must be returned directly to the Crouch Fine Arts Library. They cannot be checked in at the circulation desk.

c. Display Materials
   - All display materials not used in the next exhibit must be returned to the 4th floor storage room.