

## **Exhibit Guidelines for W.R. Coe Library**

The University Libraries supports hosting exhibits by University of Wyoming students, faculty, staff, and other educational partners.

### **Space**

- Wall space for exhibits is available on Levels 2 and 3 of Coe Library. Secure lighted glass display cases are also available on Level 3 (five sections, each 5' high x 3' wide, with three adjustable shelves per section). These areas are also used for library displays and require advance reservations.

### **Selection Process**

- The Libraries reserve the right to decline the display of any proposed artwork or other exhibit material without cause.

### **Exhibition Procedures**

- The lender is responsible for the transport of artworks and/or exhibit material to and from the Libraries. Please include signage for each exhibited item (i.e. the exhibit/ artist's name, title and date of the work, and artist's statements are welcome).
- The lender is responsible for installation of the exhibit, in consultation with UW Libraries staff.
- The lender will be consulted regarding where the work will be displayed, and the lender will provide an inventory of items to be displayed. The Libraries will determine the final exhibit location.
- The exhibit will be displayed for a finite, negotiable amount of time. Items will remain on display for the entire exhibition period.
- More than one work/s may be exhibited at the same time, depending on available space. Access to exhibit spaces is first come, first serve, with priority given to UW Libraries and then UW exhibit requests.
- Lenders must sign the risk waiver before works may be exhibited.

### **Publicity**

- The library will promote exhibits, for example, on the library website and/or social media.
- The lender is encouraged to publicize the exhibit.

### **Contact Information**

For questions or further information:  
UW Libraries Dean's Office, 307-766-3279, [libadmn@uwyo.edu](mailto:libadmn@uwyo.edu)

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