

# Mounting an Exhibit at the Drew Library

The Drew University Library welcomes the use of display space in the Library Lobby by exhibitors from the campus or community. Exhibitors are responsible for mounting their own displays. The exhibit space houses four flat, glass display cases (approx. 56" x 27"), with some degree of UV protection. A 12'6" brick wall anchors the space, which is flanked by floor-to-ceiling windows. Three vertical panels (width 56"; height, 58") may also be used, providing six surfaces to hang or attach materials. Exhibitors are encouraged to plan their display well in advance by inspecting the display facilities prior to installation. Because of space and scheduling limitations, the Library may not be able to accommodate all exhibit requests. The Library also reserves the right to maintain discretion concerning the exhibit content and may request a preview of the material.

For further information about scheduling or mounting an exhibit, please contact the Special Collections and University Archives department at [speccol@drew.edu](mailto:speccol@drew.edu). To propose an exhibit, please contact us well in advance of desired display dates. Confirmation of exhibits and dates will be sent by mail or email.

## Exhibit Proposal and Display Agreement

The Drew University Library cannot assume any responsibility for theft of, or damage to, exhibit materials in the lobby area. Exhibit sponsors are cautioned that the lobby area is subject to both ultraviolet and infrared (heat) transmission which may cause damage to materials placed on exhibit.

The following information is required when proposing an exhibit:

- Proposed Exhibit Dates
- Title of Exhibit
- Brief Description
- Installation & Removal Dates
- Sponsoring Organization, Representative, and contact information
- Confirmation that the person submitting the proposal has read and accepted the above conditions for exhibiting material in the Drew University Library.