

EXHIBITION POLICIES AND PROCEDURES FOR THE ROTUNDA OF LOW MEMORIAL LIBRARY

The Department of Art Properties facilitates the planning and installation of exhibitions in the Rotunda of Low Library. The exhibitions in this space—where lectures, ceremonies, receptions, and dinners regularly take place—should relate to University activities, collections, and events. Rotunda exhibitions are available to any University department or division. Interested departments/divisions should determine the subject of an exhibition and its general contents, and then email a written proposal to Art Properties at artproperties@library.columbia.edu. Once approved, the exhibition will be scheduled for a specific time period to be determined by Art Properties.

EXHIBITION PLANNING

After scheduling has been confirmed, the department/division sponsoring the event is responsible for planning the exhibition and assembling the material to be displayed. Twelve display cases (eight horizontal and four vertical) are available; exhibitors should plan to utilize all twelve cases for a complete exhibition.

- **Exhibit Objects:** In selecting objects, it is advisable to avoid installing valuable works on paper because eight of the cases are subject to direct sunlight, which may damage paper-based objects. For more information about the cases and exhibition conditions, see: the separate “[Facilities & Conditions](#)” document.
- **Borrowed Objects:** If works are to be borrowed, the department/division must arrange all loans and round-trip transportation. Note that some lenders to an exhibition may request proof of insurance and it is the responsibility of the exhibitors to provide this. For borrowed objects, a receipt should be issued either by the department/division (or by Art Properties if housed in storage). Outside loans may be temporarily housed in Art Properties storage ahead of time, with advance notice and permission.
- **Exhibit Preparation:** All exhibition materials should be organized ahead of time in such a manner that it can be easily installed in the twelve cases. Objects must be ready for installation and delivered to the Rotunda on the morning of the installation.
- **Installation:** Art Properties staff will be on-site during installation/de-installation and may offer advice and recommendations on the proper handling of objects, but it is the sole responsibility of the exhibitors to handle all objects. On the date of installation, the exhibition cases are opened in the morning and installation of the new exhibition will begin. The individuals organizing the exhibition should plan to be present as long as necessary to install and to de-install it. Installation must be completed by the afternoon, when Facilities will return to close the cases.

EXHIBITION SUPPORT

In general, there are two types of exhibitions for which Art Properties will provide levels of service:

- 1) For curriculum-based exhibitions, in which the exhibition and its planning are an integral part of a course project or assignment, Art Properties will provide advice and educational expertise in the arrangement and display of objects, labels, and related materials. Professors and project planners

should include Art Properties staff in discussions associated with the exhibition. Art Properties staff will administer the schedule for the exhibition with University Events and will coordinate installation/de-installation with Facilities.

- 2) For exhibitions related to special events or activities not associated with a course or assignment, Art Properties will administer the schedule for the exhibition with University Events and will coordinate installation/de-installation with Facilities. Although Art Properties staff may be available to answer questions, they will not participate in the work involved in the planned exhibition.

EXHIBITION FEES

- The exhibitors are responsible for all exhibition expenses and fees charged by Facilities and must submit a chart string to Art Properties when the exhibition is approved.
- Should work such as matting or mounting be need in preparation for exhibition, Art Properties may provide this service *for a fee*; materials needing work must be received by Art Properties at least two weeks before the installation date.
- Text labels can also be provided *for a fee*. Label copy, fully edited, must be received by Art Properties at least two weeks in advance of the installation date to allow sufficient time for label preparation.