

# Guideline: ANU Library exhibitions and displays

## Purpose

Provides guidance for approval and management of exhibitions and displays held in the ANU Library branches and Archives.

## Definitions

**Display:** The presentation of collection and other material in the display cases in the Archives Reading Room, Art and Music Library (foyer area), Chifley Library (display areas in level 2 in the northern wall and elsewhere in the library) and Hancock Library (levels 1 and 2).

**Exhibition:** The presentation of collection and other material in the display cases and associated areas in the foyer of the Menzies Library.

## Guideline

Exhibitions and displays in the ANU Library and Archives are intended to:

- highlight material in the ANU Library and Archives collection that relate to a significant theme
- reflect the priorities of the University
- encourage knowledge of the collections
- encourage research and education activities of the university.

Note that the resources available to support exhibitions are very limited, and partnerships and collaborative approaches both within the Division and across the University are fundamental to the success of exhibitions.

## Exhibitions

### Planning

Each year a plan for exhibitions for the following year will be developed and approved.

Nominations for exhibitions will be sought from staff and academics by 30 September (see proposals for exhibitions attachment 1)

A draft plan will be prepared for consultation across the Division by October each year.

The plan will include no more than four and no less than three major exhibitions.

These will be linked as far as possible to university wide initiatives.

The final plan will be agreed by December for the following year.

### Types of exhibitions

Major planned exhibitions will be those that are developed and organised by the Division and take the majority of the display space in the Menzies Library Foyer.

Minor or opportunity based exhibitions are those which are developed either by other members of the University community or the Library/Archives to take advantage of particular events or other activities. An example is the exhibition organised for the 40<sup>th</sup> anniversary of Toad Hall.

## Displays

Displays in the Archives and Library branches will be a combination of academic/student initiated and managed and those initiated and managed by the Archives/Library.

The specific displays initiated and manned by academics and students are:

- Art & Music display case is for student works
- Chifley Library display case in foyer is for student works, other cases are used depending upon the requirements of the display.

### Planning

Other than for the student works displays, each year a plan for displays—including student/academic, Library/Archives and ad hoc—for the following year will be discussed and agreed as follows:

- Archives: by the University Archivist

- Art & Music: by the Branch Librarian in association with the Associate Director, Library Services
- Chifley Library: by the Branch Librarian in association with the Associate Director, Library Services
- Hancock Library: by the Branch Librarian in association with the Associate Director, Library Services.

Ad hoc displays either based on specific opportunities or held in other areas in Archives or the Library branches need to be approved (before they are set up):

- Archives – by the University Archivist
- Chifley Library – by the Branch Librarian in association with the Associate Director, Library Services
- Hancock Library - by the Branch Librarian in association with the Associate Director, Library Services.

### **Types of displays**

Displays will be linked as far as possible to University wide initiatives and the exhibition plan.

Roxanne Missingham

University Librarian

DATE

REVIEW date

## ***Attachment 1.***

### ***Proposals for exhibitions***

Proposals for exhibitions, whether major or minor should be approximately 1-2 pages and include:

- The title
- The content
  - SIS collection resources to be included
  - Other resources to be included
- How it relates to ANU events or activities
- Proposed dates
- Proposed organisers – one from the ANU community or the Division and one from Library Communication
- All costs and any funding available (note the library does not have a budget for exhibitions)
- Communications activities required including any website work

Proposals are submitted through Branch Managers or other relevant managers to the University Librarian.