Guide to Exhibitions in the University of Mississippi Libraries

Introduction

A thoughtful and provoking exhibit is one of the best ways for UM Libraries to engage all who walk through our doors. Because part of the mission of the UM Libraries is to inspire intellectual discovery, research, creativity and lifelong learning, exhibits within the walls of the UM Libraries should strive to meet those goals.

This guide is for the following exhibit spaces:
•Two hallway cases(identified as North and South)on the second floor of the J.D. Williams Library, 141" (length) x 64" (height) x 16" (depth)
•Two flat table cases on the first floor of the J.D. Williams Library, 51.5" x 28"
•Mobile, open/unsecured display stand with multiple shelves.

Selection Criteria

The UML Exhibits Committee strongly encourages proposed exhibits meet at least some of the following criteria:
•objective presentation (especially when dealing with potentially controversial topics)
•ensures exhibition will not damage or endanger materials
•follows accessibility guidelines(see below)
•relevance to UM and UM Libraries missions, visions, special events, holidays, anniversaries, etc.

Proposal forms are available on the Library Exhibit webpage.

What Should an Exhibit Look Like?

The exhibition should evoke reactions from passersby and viewers that lead to transformation and inspiration. Exhibits should open eyes, fill people with excitement, deliver chills, turn frowns upside down, or generally provoke interest. The exhibit should not only stimulate the viewer intellectually, but also instigate social interaction and establish meaningful connections.

Exhibits that include diverse collection materials that present new information or existing knowledge in a different way are encouraged. The UM Libraries also urges collaboration between Library departments and the larger UM campus and community.

Exhibits can:
•tell stories
•explain ideas
•inspire creativity
•provoke discussion
•take on timely subjects and issues

Viewers of varying physical sizes and abilities should be able to discern and interact with the exhibition. Labels should be legible and easy to understand. Orientation, spatial organization, and traffic flow are important considerations, as well. For example, books should be displayed on bookstands, cradles, or supports. Because of natural and artificial lighting, the exhibitors should consider using facsimiles for fragile or light-sensitive materials. Text in the exhibits, such as labels, should be printed on a high quality printer. Typeface should be a legible font like Times New Roman, Helvetica, Georgia, or Arial. The text should also have contrast. UMLibraries suggests:

•28 pt for introductory texts (150-170 words)
•18 pt for secondary or captions (20-30 words)
•14 pt for more than three lines of copy

A small Exhibit Kit with some supplies will be available to exhibitors on a first-come, first-served basis. Large format printing is also available through the UML IdeaLab.

All exhibitors should submit the captions/labels and any other written materials to libraryexhibits@lib.olemiss.edufor posting on the Library Exhibits webpage and permanent storage on the Library Exhibits eGrove site. All exhibits will also have a QR code that links to this webpage. Student Disability Services, with sufficient advance notice, can be available for providing accessibility assistance.

Tips for Planning an Exhibit
Exhibits require effective planning, research and interpretation, considerations for care of the collections, design and fabrication, and more. Planning an exhibit should include considerations such as:
•identifying the target audience
•incorporating "community voices" in the development process, which should include diverse perspectives.

•conservation and security matters(e.g. facsimiles)
•accessibility (images of the exhibit and all text produced for the display linked by a QR code to the eGrove exhibit site will allow visually impaired individuals to download the information to mobile devices and adjust font size to their needs)
•when utilizing cataloged library materials in an exhibit, catalog records must indicate use in an exhibit.

General Guidelines
Exhibits should also have specific start and end dates. The end date can be extended depending upon consultation with the Library Exhibit Committee (contact via libraryexhibits@lib.olemiss.edu). Exhibits should be up for at least one month. Smaller exhibits paces such as the flat table cases or the mobile kiosk can be changed out more frequently.

UM Libraries circulating materials that are used in a display will be checked out under the user name "Exhibit, Exhibit." Bibliographies are recommended for exhibits that use UML materials so as to encourage circulation and community engagement with UM Libraries collections. Bibliographies and reference pages will be posted to the Library Exhibits eGrove site for accessibility and reproduction needs.

Contact
If you have any questions, please email libraryexhibits@lib.olemiss.edu.