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| Policy Title | LLT Public Spaces Usage Policy |
| Responsible University Office | LLT Dean |
| Policy Owner | LLT Dean's office |
| Pertinent Dates | Origination Date: June, 15, 2011 Last Amended Date: January 31, 2021 Next Review Date: January, 2022 |

I. SCOPE OF POLICY

This policy regulates access and utilization of the LLT event/exhibit designated spaces. Organizations and individuals wishing to utilize LLT designated spaces for an exhibit must consult with the Dean of Libraries and Learning Technologies (LLT) and/or Assistant Dean who will determine the relevance of, the conditions for, and the availability of suitable space for the exhibit.

II. DEFINITIONS

LLT public spaces include any LLT affiliated exhibit/display/event public space in the LLT building including but not limited to LLT Foyer, LLT terrace, areas directly adjacent to the LLT entrances and exits and RBSCL Creswell room, Nadia Niazi room and the roof terrace. An event may include lecture, book signing, exhibit, display, gallery, etc.

III. POLICY STATEMENT

The LLT public spaces usage policy provides all members of the academic community free access to space that will help fulfill their educational, intellectual, cultural and recreational needs.

IV. RESPONSIBILITIES

Approved by: LLT Communications Committee, Library School Council and LLT Dean.

Managed by: Dean's office

Policy applies to: AUC sponsored events

V. POLICY STANDARDS AND PROCEDURES

The following requirements also apply:

- LLT initiated exhibits/events will be given priority.
- Gallery exhibits will be scheduled for a maximum of 1 month (maybe extended with permission of the Dean), other events will be scheduled at the discretion of the Dean's office.
- Items that are part of an exhibit cannot be hung on the walls of the LLT spaces, if this would create any kind of damage. Not all types of art can be displayed in the cases available in the Foyer and/or RBSCL due to size restrictions.
- Each exhibitor is responsible for hanging his/her own art work and for providing all the necessary materials for organizing an exhibit/event. Explanatory literature about the artist and the work displayed is suggested and should be displayed with the art work.
- All artwork displayed shall be reviewed by the LLT Dean's office prior to display and should be framed or in display condition appropriate for public viewing and observes the following requirements:
 1. *Hanging items*: No nails, glue, masking tape, or scotch tape may be used in display cases. Smaller items may be anchored with removable plastic adhesive (e.g.: blue-tac).
 2. *No painting*: No part of the cases or LLT designated spaces may be painted.
 3. *Pads*: Pads should be used under works of art when necessary to avoid scratching the cases.
 4. *Labels*: Flat labels mounted on foam core or cardboard are recommended. Self-adhesive labels should not be used for display labels. They leave a residue that cannot be removed or painted over.
 5. *Continuity*: The items on display are expected to stay on display for the entire exhibition period. If a piece is needed for another purpose during the display period, it should not be included unless it can be replaced by another work. At no time other than during the installation, should the display look incomplete or unfinished.
 6. *Uninstalling*: Uninstalling is the responsibility of the Exhibitors, and they should leave the cases clean.
 7. *Receptions*: Receptions must be held at times during LLT opening hours. The exhibitor is required to clean the designated space after the reception. No food or other debris should be left on the LLT premises.
 8. *Ignoring the rules*: The LLT reserves the right to remove displays that do not conform to the above rules.

- Publicity is the responsibility of the exhibitor.
- Exhibitors may not schedule special opening or other events without the permission of the LLT Dean. All arrangements must be approved by the LLT Dean at least two weeks prior to the planned event. The event must be open to the AUC community.
- Each item should have an appropriate label but no prices may be posted on the items, nor may an admission fee be charged.
- An individual or group will be allowed to use the designated space once per semester. Exceptions to this rule will be made at the discretion of the LLT Dean's office.
- Granting permission to use LLT facilities does not constitute an endorsement by the LLT staff of the exhibited material.
- Failure to abide by these requirements could result in denial of further requests to utilize LLT exhibit spaces.
- Exhibitors must sign a waiver of liability holding the library, its employees and administration harmless for any damage to loaned material. The LLT does not carry insurance on any items owned by the exhibitor. Exhibitors are encouraged to insure any valuable displayed materials.
- The LLT will not provide storage for the property of organizations or individuals displaying in the LLT spaces. All exhibitors are required to sign the attached for which releases the LLT from any responsibility for displayed items.
- In case of any damage, the exhibitor will be charged for the repair cost.

VI. FORMS/INSTRUCTIONS (if applicable)

LLT exhibit spaces submission form.

https://docs.google.com/document/d/1C_x0RRup9h6JCV4Ghgr6r_JvIEq53ZC_A6tMA32VCeY/edit?usp=sharing

List related university policy documents or cross-references and where they can be located.

VII. APPENDICES (if applicable)

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

VIII. CONTACT INFORMATION

Responsible University Official: Assistant Dean

Responsible University Office: LLT Dean

If you have any questions on the policy or procedure for the **LLT Public Spaces Usage Policy**, please send an e-mail to Dean.LLT@aucegypt.edu, lltdean@aucegypt.edu.