

Team Roles and Responsibilities

The exhibit team is comprised of the following. Click on each to view that member's role and responsibilities.

[Curator](#) [1]

[Faculty Advisor](#) [2]

[Librarian Exhibits Advisor](#) [3]

[Exhibition Production Program Manager](#) [4]

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Curator

Curator: Roles and Responsibilities

- Works with Exhibits Unit to establish exhibition production schedule that agrees with student's academic calendar
- Works independently to meet agreed upon deadlines and communicates any delays or complications in a timely manner
- Adheres to Yale University Library exhibition best practices and department policies regarding research, exhibitions, and loans.
- Seeks research assistance of a librarian if needed
- Develops theme and focus of exhibition and case outline
- Selects all materials to be exhibited and provides a complete item the Exhibits Technician
- Creates final case layout of all objects to be exhibited
- Completes all exhibition text and works with Faculty Advisor and Librarian Exhibits Advisor on edits and revisions
- Works with Exhibits Unit to manage reprographic services needed to create exhibit reproductions or facsimiles, or for digital files needed for exhibit publicity

Online-exhibit related only: Work with advisors to complete the Copyright Fair Use worksheet if needed: https://ogc.yale.edu/sites/default/files/files/Fair-Use-Tool-Website-7-2020_fillable.pdf [6]

Exhibition Production Program Manager

Exhibition Production Program Manager: Roles and Responsibilities

- Leads the production, installation, and maintenance of exhibits across the YUL system, including BRBL, Haas Arts Library, Lewis Walpole Library, Manuscripts and Archives, and Sterling Memorial Library. Works directly with curators, librarians, archivists, Library staff, faculty, and students in planning and designing exhibit installations.
- Chairs Sterling Memorial Library exhibits committee and manages centralized master production calendar.
- Reviews items selected for exhibition with individual curators to determine physical and environmental display concerns and needs. Refers items to conservators and coordinates treatment work with master production schedule. Works closely with Preservation Field Services Librarian ensure that in-house exhibition environments meet preservation standards.
- Performs research and makes recommendations to exhibit curators regarding appropriate mounts and displays to be used and fabricated for their exhibits.
- Creates and maintains exhibition documentation, customized exhibition production plans/checklists, selection tracking tools, spatial visualization tools, and label copy templates.
- Provides manuals and mentoring for student exhibition curators.
- Designs and fabricates mounts, mats, frames, book cradles for a wide array of Library collection materials predominantly held in the Library's special collections.
- Oversees staff, student assistants and outside contractors involved in exhibit projects. Provides training and guidance to non-Library exhibit curators in Library policy, protocols, and standards for the safe display of Library materials.
- Oversees the management, documentation, and transportation of loans for SML exhibitions. With YUL conservators, organizes and supervises the proper handling, packing and unpacking of art objects loaned between YUL libraries and collections for SML venues.

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- Acts as liaison to Library Communication Office on branding and label/copy standards and production. Communicates schedules for exhibitions and related events.
- Provides training for Librarian and Faculty Advisors as needed.

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Faculty Advisor

Faculty Advisor: Roles and Responsibilities

The Faculty Advisor will work with the Curator for the entirety of the exhibit production period to assist with:

- Establishing an exhibition production schedule that agrees with the student's academic calendar
- Defining the parameters and expectations for how the exhibit work will contribute to their final senior project
- Developing the theme and focus of the exhibit and case outline
- Contributing subject expertise and serving as a resource for content development
- Reviewing and editing exhibit text drafts with focus on subject overview and accuracy
- Selecting items (optional)

Online-exhibit related only: Advising on best practices in the field of study for completion of the Copyright Fair Use worksheet provided by the Yale Office of the General Counsel

Library Exhibits Advisor

Librarian Exhibits Advisor: Roles and Responsibilities

The Librarian Exhibits Advisor should focus on these key responsibilities:

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Mentoring the student during the exhibit research process.

- Connecting the student with relevant YUL staff and collections.
- Meeting regularly with the student to track progress on the exhibit.
- Guiding the student through specific exhibit preparation tasks.
- Communicating as needed with the student's academic advisor for the project.

The Librarian Exhibits Advisor will work with Curator for the entirety of the exhibit production period to assist with:

- Introducing the student curator to relevant YUL departments and guidelines at the beginning of the exhibition process to ensure all Yale University Library exhibition practices and department policies are adhered to
- Establishing routine check in meetings to closely monitor progress to ensure deadlines will be met
- Developing the theme and focus of the exhibit and case outline
- Contributing subject expertise and serving as a resource for content development
- Reviewing and proofing all draft exhibition text with attention to content and style
- Offering guidance, along with Exhibits Unit and Director of Communications and Marketing, when working with the Designer, on overall exhibit design and PR Package elements
- Selecting items (optional)
- Online-exhibit related only: Advising on best practices in the field of study for completion of the Copyright

Fair Use worksheet provided by the Yale Office of the General Counsel

The Librarian Exhibits Advisor will work with the Exhibits Unit to:

- Establish the exhibition production schedule
- Consult on case layouts during Item and Case Layout Reviews

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Library Exhibits Technician

Library Exhibits Technician: Roles and Responsibilities

- Assists in the production, installation, and maintenance of exhibits across the YUL system, including BRBL, Haas Arts Library, Lewis Walpole Library, Manuscripts and Archives, and Sterling Memorial Library.
- Works directly with curators, librarians, archivists, Library staff, faculty, and students in planning and designing exhibit installations.
- Participates in item selection for exhibition with individual curators to determine physical and environmental display concerns and needs. Refers items to conservators and coordinates treatment work with master production schedule. Responsible for maintaining exhibit item list on project SharePoint site.
- Responsible for maintaining Exhibit Production Calendar and creating Outlook meeting appointments and reminders for all necessary deadlines.
- Maintains exhibition documentation, customized exhibition production inventory lists, selection tracking tools, spatial visualization tools, and label copy templates.
- Provides manuals and mentoring for exhibition curators.
- Coordinates all digitization requests and workflows.
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Designs and fabricates mounts, mats, frames, and book cradles for a wide array of Library collection materials predominantly held in the Library's special collections.

- Oversees the tracking and transportation of loans for SML exhibitions. With YUL conservators, organizes and supervises the proper handling, packing, and unpacking of art objects loaned between YUL libraries and collections for SML venues.

Source

URL: <https://web.library.yale.edu/student-exhibition-advisory-group/students/senior-exhibit-program-yale-library/team-roles-and-responsibilities>

Links

[1] <https://web.library.yale.edu/student-exhibition-advisory-group/students/senior-exhibit-program-yale-library/roles-and-responsibilities/curator> [2] <https://web.library.yale.edu/student-exhibition-advisory-group/students/senior-exhibit-program-yale-library/roles-and-responsibilities/faculty-advisor> [3] <https://web.library.yale.edu/student-exhibition-advisory-group/students/senior-exhibit-program-yale-library/roles-and-responsibilities/library-exhibits-advisor> [4] <https://web.library.yale.edu/student-exhibition-advisory-group/students/senior-exhibit-program-yale-library/roles-and-responsibilities/exhibition-program-production-manager> [5] <https://web.library.yale.edu/student-exhibition-advisory-group/students/senior-exhibit-program-yale-library/roles-and-responsibilities/library-exhibits-technician> [6] https://ogc.yale.edu/sites/default/files/files/Fair-Use-Tool-Website-7-2020_fillable.pdf