

## **Sterling Memorial Library Exhibits Program Roles and Responsibilities**

Graduate students applying for an exhibition in the Memorabilia Room will need to identify a faculty advisor and librarian exhibit liaison as part of the application process. Students applying for this opportunity will also negotiate with his or her academic department to determine how the exhibit might contribute to his or her coursework.

### **Memorabilia Room Graduate Student Curator:**

- Works with Exhibition Production Coordinator to establish exhibition production schedule and ensures that deadlines are met and agree with student's academic calendar
- Meets 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.
- Works independently to meet deadlines, and to seek research assistance of a librarian if needed in ample time to meet deadlines
- Develops theme and focus of exhibition and case outline.
- Selects all materials to be exhibited and provides a complete item list of exhibit materials on Sharepoint site that will be created by Exhibit Production Coordinator
- Completes the copyright and fair use worksheet provided by the Yale General Council office. Is responsible for asking for any assistance required to complete worksheet.
- Creates final case layout of all objects to be exhibited
- Completes all exhibition text and works with faculty advisor and librarian liaison on edits and revisions
- Works with Exhibit Production Coordinator to manage reprographic services needed to create exhibit facsimiles or for digital files needed for exhibit publicity