

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

Students applying for the Senior Exhibit Program in the Exhibits Corridor will need to identify a willing Librarian Exhibit Advisor as part of the application process.

### **Librarian Exhibit Advisor:**

- Works with Exhibition Production Coordinator to establish exhibition production schedule and ensures that deadlines are met during the summer research period and fall exhibit development
- Ensures that all Yale University Library exhibition practices and department policies are adhered to by introducing all new curators to relevant YUL departments and guidelines at the beginning of exhibition process
- Establishes routine check in meetings with the curator to closely monitor progress; if available, establishes meetings during the summer research period
- Works with curator(s) to develop theme and focus of exhibition and case outline
- Participates in item selection process, if desired by curator, and serves as a resource to the curator(s) as they develop the exhibition content
- Instructs curator(s) on process of completing the copyright and fair use worksheet provided by the Yale University Office of General Counsel. If permission is required for use of particular materials in the exhibit, advisor assists with process of acquiring permission for use.
- Consults on case layout with Exhibition Production Coordinator who oversees final exhibition mounting and installation
- Assists with the writing and proofing of all exhibition text – with particular attention content and style
- Offers guidance along with Exhibition Production Coordinator and Director of Communications when working with the designer for text formatting and printing for all exhibition display text
- The Librarian Exhibit Advisor serves as a mentor for the curator. The Advisor's key responsibilities include:
  - Maintaining regular communication channels between and among the curator, advisor, exhibit production staff and others
  - Ensuring the curator adheres to all deadlines
  - Connecting the curator to relevant YUL staff and collections