

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

Students applying for the senior thesis exhibit program in the Exhibits Corridor will need to identify a willing librarian advisor as part of the application process. For Memorabilia Room exhibits the SML Exhibits Committee will suggest a Librarian Exhibit Advisor for new curators

### **Librarian Exhibit Advisor:**

- Works with Exhibition Production Coordinator to establish exhibition production schedule and ensures that deadlines are met
- 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
- 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 student on process of completing the copyright and fair use worksheet provided by the Yale University Office of General Council. 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 and for any accompanying publications for exhibits in the Memorabilia Room (not the Senior Exhibit Project)
- The mentoring role of the Librarian Exhibits Advisor for student exhibits is greater key responsibilities to focus on are:
  - Mentor the student during the exhibit research process.
  - Connect the student with relevant YUL staff and collections.
  - Meet regularly with the student to track progress on the exhibit.
  - Guide the student through specific exhibit preparation tasks.
  - Communicate as needed with the student's academic advisor for the project.