Sterling Memorial Library Exhibits Program
Roles and Responsibilities

Students applying for the Senior Exhibit Program in the Exhibits Corridor will need to identify a Faculty Advisor and Librarian Exhibit Advisor as part of the application process. Students applying for this program will also negotiate with their academic department to determine how the exhibit will contribute to their final senior thesis requirements.

Senior Exhibit Fellowship Recipient:

- 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; participates in weekly check-in meetings with exhibits team during the summer research period

- 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 materials to be exhibited and provides a complete list of proposed exhibit materials to the exhibit production manager for final library review and approval

- Consults with faculty and librarian advisors on exhibit content, including item selection and draft text, to ensure accuracy and adherence to the highest standards of scholarship in the discipline

- 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.

- With exhibition team, organizes presentation of summer research results in early fall

- Creates final case layout of all objects to be exhibited

- Completes all exhibition text and works with faculty and librarian advisor 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