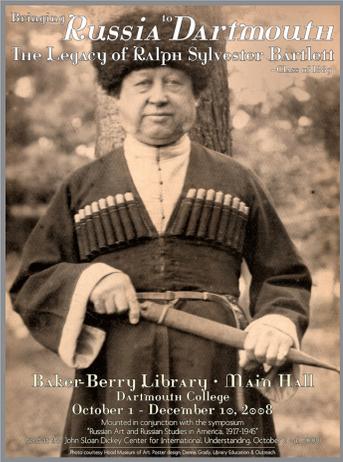


# Baker-Berry Library Exhibits

## Policies & Guidelines



Bringing *Russia to Dartmouth*  
The Legacy of Ralph Sylvester Bartlett  
— *Witness of History*



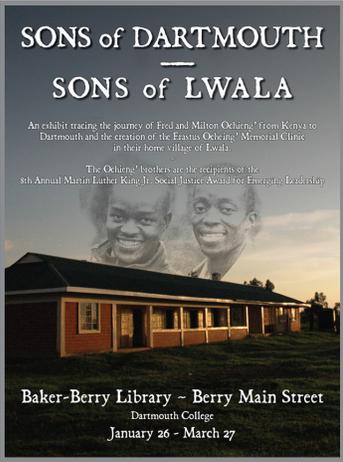
Baker-Berry Library • Main Hall  
Dartmouth College  
October 1 - December 18, 2008

Mounted in conjunction with the symposium "Russia and Beyond: Studies in America, 1897-1917" sponsored by the John Sloan Dickey Center for International Understanding, October 2 - 4, 2009.  
Photo courtesy: Beth Woodard of Art, Theater, Design, and Media Studies, Library Museum & Outreach

SONS of DARTMOUTH  
—  
SONS of LWALA

An exhibit tracing the journey of Fred and Milton Ocheing' from Kenya to Dartmouth and the creation of the Erastus Ocheing' Memorial Clinic in their home village of Lwala.

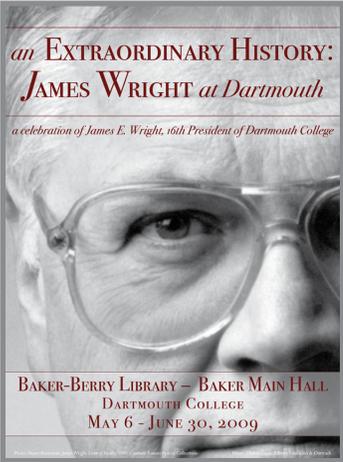
The Ocheing' brothers are the recipients of the 8th Annual Martin Luther King Jr. Social Justice Award for Emerging Leadership.



Baker-Berry Library - Berry Main Street  
Dartmouth College  
January 26 - March 27

an EXTRAORDINARY HISTORY:  
*JAMES WRIGHT at Dartmouth*

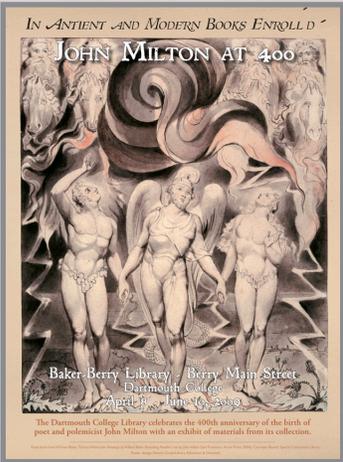
a celebration of James E. Wright, 16th President of Dartmouth College



BAKER-BERRY LIBRARY - BAKER MAIN HALL  
DARTMOUTH COLLEGE  
MAY 6 - JUNE 30, 2009

IN ANCIENT AND MODERN BOOKS ENROLL'D

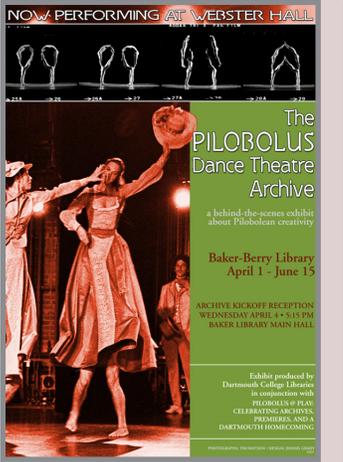
JOHN MILTON AT 400



Baker-Berry Library - Berry Main Street  
Dartmouth College  
April 8 - June 15, 2009

The Dartmouth College Library celebrates the 400th anniversary of the birth of poet and polemicist John Milton with an exhibit of materials from its collection.

NOW PERFORMING AT WEBSTER HALL



The PILOBOLUS  
Dance Theatre  
Archive

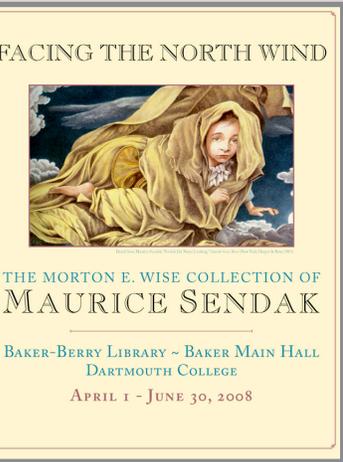
a behind-the-scenes exhibit  
about Pilobolus creativity

Baker-Berry Library  
April 1 - June 15

ARCHIVE KICKOFF RECEPTION  
WEDNESDAY APRIL 4 • 5-15 PM  
BAKER LIBRARY MAIN HALL

Exhibit produced by  
Dartmouth College Libraries  
in conjunction with  
FRODO BAGGINS PLAYS  
CELEBRATING ARCHIVES  
FRODO BAGGINS PLAYS  
DARTMOUTH HOMECOMING

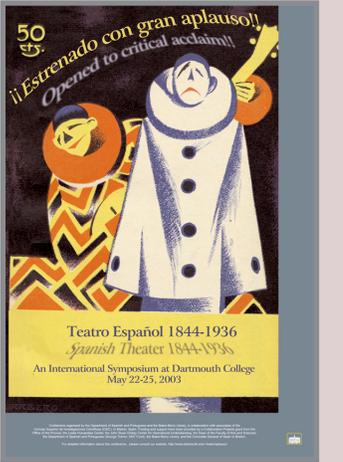
FACING THE NORTH WIND



THE MORTON E. WISE COLLECTION OF  
MAURICE SENDAK

BAKER-BERRY LIBRARY - BAKER MAIN HALL  
DARTMOUTH COLLEGE  
APRIL 1 - JUNE 30, 2008

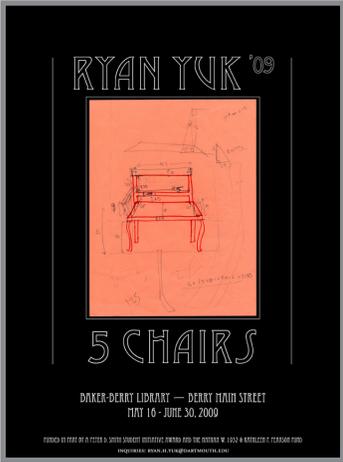
50 años  
"¡Estremado con gran aplauso!"  
Opened to critical acclaim!



Teatro Español 1844-1936  
*Spanish Theater 1844-1936*

An International Symposium at Dartmouth College  
May 22-25, 2003

RYAN YUK '09



5 CHAIRS

BAKER-BERRY LIBRARY - BERRY MAIN STREET  
MAY 16 - JUNE 30, 2009

FINANCED BY STATE OF NEW HAMPSHIRE THROUGH THE OFFICE OF THE ATTORNEY GENERAL AND THE OFFICE OF THE ATTORNEY GENERAL'S FUND  
INQUIRIES: 603.435.1100@DARTMOUTH.EDU

Baker-Berry Library  
Dartmouth College  
Hanover, New Hampshire

# Baker-Berry Library Exhibits

Exhibits in the Baker Hall and Berry Main Street cases showcase the Library collection to the College community and the general public, contribute to academic conferences or events on campus, and illustrate the intersections between the Library resources and the teaching and learning at Dartmouth. When possible, the exhibits will reveal the variety, depth, and range of resources within the Library.

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## Policies & Guidelines

- 1. Administration:** The display cases in Baker (Main Hall) and Berry (Main Street) are under the administrative responsibility of the Education & Outreach (E&O) program. The coordination, organization, design, and mounting of exhibits in these cases are delegated to the Director of E&O and the Exhibits Designer. The Director and the Designer are responsible only for the exhibit areas described above.
  - 2. Scheduling:** The scheduling of exhibits is done by the Director of E&O, and requests and inquiries for future exhibits should be made to the Director. Any requests that are made to the Designer will be forwarded to the Director for a decision. Requests should be made at last six to twelve months before the desired exhibit opening date. The Director and Designer will make the final decision on timing, themes and general organization of an exhibit after conferring with the others involved. Exhibits are normally set up on a “first come first served” basis; once times and places for displays have been confirmed in writing by the Director, they will not be changed without written acknowledgement.
  - 3. Materials:** Materials for the displays can be drawn from all the Dartmouth libraries. Special requests may need to be made for the use of some materials, such as for items from Rauner Special Collections. (Due to environmental conditions, use of most materials from Rauner Special Collections in Baker Main Hall exhibit cases is limited to the months of March through June.) Decisions are at the discretion of the respective library manager. Specific items also may be borrowed from private individuals to enhance an exhibit. In many cases, it may be possible to create a facsimile of an item that can be displayed at any time of year.
  - 4. Subjects:** Subjects for exhibits may be as varied as the sources within the Library. Subjects can stand alone or may relate to campus-wide academic activities such as conferences. Although a given theme may be repeated occasionally, no commitments to any regularly recurring theme or organization will be made.
- Exhibits are seen as reflections of the ideals of the institution that hosts them. We are very fortunate that we are on a college campus that encourages free discussion of complicated ideas and adventurous critical thinking. But, critiques need to be formulated so they are effective, and that means being sensitive to the tastes and social mores of a diverse community. The Director of E&O has editorial control over exhibit content.
- 5. Responsibilities:** In order to achieve a timely and satisfying creation of displays, the individual or group requesting the exhibit (the curator) is responsible for:
    - Identifying and locating items for the exhibit.
    - Consulting on the organization of the exhibit both before and during its creation.
    - Writing of exhibit text, including item labels and photo captions. (Written material can be submitted as Microsoft Word documents as email attachments.)
    - Final proofreading and approval of exhibit content before exhibit posters are printed.
- The responsibility for printing costs will be determined early on in the exhibit planning process. When an exhibit has a budget affiliated with it, the poster printing costs will be charged to that account. In other cases the Library usually can cover the cost of printing materials. The cost of any reprints is the responsibility of the curator.
- The Designer is responsible for the final selection and arrangement of materials for the displays and will keep a record of items in each exhibit. When an exhibit is

taken down, the Designer is responsible for returning materials to the appropriate library. If it is determined by the Designer or Director that enough materials are not actually available or that the Library does not have enough information or sufficient staffing and time to produce the exhibit, the Library reserves the right to either postpone or cancel the exhibit.

6. **Security:** Each item from the Library's general collection will be checked out at the circulation desk to "exhibits" and from Special Collections according to that department's procedures. Exhibit materials from Special Collections will be overseen by Special Collections librarians regardless of display location.

Materials for exhibits will be kept in locked areas at all times. Keys are under the control of the staff in the Library Main Office, and of designated personnel in Special Collections and Baker-Berry Library. The exhibits alarm system is under the control of the Main Office and can only be disarmed during regular workday hours. After 4:30pm on weekdays, or any time on weekends, the cases will not be opened except in an emergency in order to protect the contents.

7. **Circulation:** Materials in displays from the general collection are not available for circulation during the term of the exhibit. If under special circumstances an item from the general circulation collection has to be removed it will be done only at the discretion of the exhibits Designer or Director. Upon request, Special Collections staff will remove items from exhibits for use in the Rauner Library Reading Room.

8. **Repairs:** Library materials in need of repair prior to mounting the exhibit must be evaluated by the Preservation Services Librarian to determine if any treatment is required. Arrangements for evaluation and treatment must be made in advance to allow for repairs before such items are exhibited. The ideal timeline for Preservation Services is as follows:

- **Three Months Prior to Exhibit:** Notify Preservation Services of planned exhibit including tentative installation date, types of materials to be displayed, and special conservation concerns.
- **Three Weeks Prior to Exhibit:** Contact Preservation Services to discuss specific items that need conservation treatment. Confirm deadline for exhibition.
- **One Week Prior to Exhibit:** Check with Preservation Services that conserved items are will be ready by exhibit deadline.

9. **Publicity:** One week prior to the exhibit opening, the curator should send a description of the exhibit to the Director to use for publicity. The responsibility for publicizing exhibits is shared between the curator and the Director of E&O.

- **Director's responsibility**

- » Post the description to the Library News for display on the Library's homepage, and for distribution to the patron bulletin and library staff email list.
- » Send the name and date range of the exhibit to be included in the "news ticker" in the News Room (1st floor of Berry).

- **Curator's responsibility**

- » Post event information to the online "Events at Dartmouth" calendar. The VOX pulls information from the online calendar to their published "Dartmouth Events" calendar.
- » Post event information to the D2U.
- » If the event owner thinks this event might be of interest to the college and would like to try and get it included on the Dartmouth College home page, then send a picture (Designer can provide an image) and the description to Home.Team@Dartmouth.edu — this is the team that makes decisions about homepage content.
- » If the curator thinks this event deserves "special notice" in the VOX, then send another email with the same information to the vox.of.dartmouth@dartmouth.edu suggesting it as an "Editor's Pick".

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Exhibits Designer  
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182 Berry  
dennis.p.grady@dartmouth.edu  
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