



# Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

## **RWWL Student Art Exhibit Policy**

### **Summary**

This policy provides guidelines for the Robert W. Woodruff Library of the Atlanta University Center, Inc. (RWWL) to serve as a place for temporary student exhibitions thereby contributing to the academic and creative climate of the Atlanta University Center and surrounding communities.

### **Goals of the Exhibit**

1. To support educational and artistic activities of Atlanta University Center students
2. To promote the intellectual, aesthetic and creative growth of Atlanta University Center students
3. To offer additional opportunities for Atlanta University Center student artists to showcase their work
4. To increase the knowledge of art activities among the Atlanta University Center and surrounding communities

### **Rules of Use**

1. Robert W. Woodruff Library is not responsible for the safety of artwork on display
2. Robert W. Woodruff Library reserves the right to deny requests to exhibit artwork
3. Student library exhibits are facilitated by the Art library liaison and each exhibit must have an Atlanta University Center faculty sponsor
4. Requests to exhibit in the library must be forwarded for approval through the Art library liaison and approved by the library administration
5. The length of time artwork is displayed is at the discretion of the Library
6. The responsibility for the installation and removal of displays are the sole responsibility of the artist and/or faculty sponsor. The Art library liaison will assist in coordinating assembly and disassembly with the RWWL Facilities Department. The Library's Facilities Department must approve all plans for assembly and disassembly in advance. No installation or removal can occur without prior approval of plans by the RWWL Facilities Department
7. Damages caused by installation and disassembly are the responsibility of the artist
8. All supplies including book holders, cloth drapes, easels, hardware, etc. are to be furnished by the artist and/or faculty sponsor
9. The Library upholds the principles of the American Library Association's Code of Ethics and the Library Bill of Rights. The Library supports the tenets of intellectual freedom and opposes efforts to censor Library materials, programs and services



## Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

### RWWL Student Art Exhibit Request Form

The following information is required to request permission to install a student art exhibit in the Robert W. Woodruff Library. **Requests must be submitted 15 working days in advance of the date of installation.** All requests must be submitted to [Art@aucr.edu](mailto:Art@aucr.edu). **Note:** *Please be advised that giving the required information is a request and not to be assumed as a confirmation of permission to install and exhibit. The Art Library Liaison will contact you via email with a confirmation.*

#### Artist Information:

Name \_\_\_\_\_

First

Last

Telephone(s) \_\_\_\_\_

Daytime

Evening

Cell

Campus Email Address \_\_\_\_\_

Local Address \_\_\_\_\_

AUC School & Department \_\_\_\_\_

#### Faculty Sponsor Information:

Name \_\_\_\_\_

First

Last

Telephone(s) \_\_\_\_\_

Office

Campus Email Address \_\_\_\_\_

AUC School & Department \_\_\_\_\_

**Description of Installation (include # of items and approximate size:** \_\_\_\_\_

Is the installation free standing? \_\_\_\_\_

Desired installation date and exhibit timeframe \_\_\_\_\_

I have read and agree to abide by the **RWWL Student Art Exhibit Policy**

Signature of Artist \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: Liaison Initials & Date \_\_\_\_\_

Administrative Approval & Date \_\_\_\_\_