



Queens College Library Exhibit Spaces Guidelines

1 Norman & Carole A. Barham Rotunda Exhibit Space

The Rotunda exhibit space is a semicircular display with five sections located in the main entryway of the Queens College Library (QCL) in the Rosenthal building. Exhibits have primarily been books, prints, photography, and other objects that fit within the glass enclosure.



Figure 1: Example of the Rotunda Exhibit Space with a display.



Figure 2: Example of a current display.



2 Exhibit Space Request

- To request the use of the Rotunda exhibit space, submit the [Exhibit Space Request form](#).
- Once the form is submitted, someone will get back to you regarding your request.
- Once approved to move forward, you will be responsible for installing the exhibit, including your own exhibit supplies, such as stands, cradles, fasteners, etc.

3 Exhibitor Responsibility

3.1 Contact

- Provide QCL the contact information for the exhibitor(s) and authorized personnel.

3.2 Timeline

- Notify and confirm installation plans with QCL at least two weeks prior to installation date.
- Confirm and follow the agreed upon timeline for installation and deinstallation.

3.3 Content

- Responsible for all materials that will be exhibited. QCL is not responsible for maintenance, safety of works, handling of any materials in the exhibit space.
- Include a title for the exhibit that is prominently displayed in the exhibit.
- Include labels for the different objects in the exhibit.
- Make sure the content is visible from a distance so that visitors can see it as they walk through the rotunda.
- Provide content appropriate for a public academic audience and free of hate speech, discriminatory imagery, strong profanity, sexual content,



illegal promotion, graphic violence, or materials deemed excessively disturbing.

3.4 Installation/Deinstallation

- Installation/Deinstallation need to happen during [QCL hours](#).
- The exhibitor must contact QCL for access to the exhibit space. Only the authorized contacts provided to QCL for the exhibit will receive access to the exhibit space.
- Make sure there are at least two people for the installation and deinstallation, particularly if the shelves need to be adjusted.
- Installation/deinstallation may take multiple days, so plan accordingly.
- Inform QCL of any issues that arise.
- Assume responsibility and liability for any damage(s) to the exhibit space occurring as a direct result of the installation/deinstallation.

4 Exhibit Opening Reception (Optional)

Exhibit openings may be held at the discretion of the library. If you would like to hold an opening reception in the Rotunda, contact QCL to discuss.

Exhibitor will be responsible for everything involved with the reception and notifying Public Safety and B&G accordingly.

5 Communication (Optional)

As part of your communication plans, you may consider submitting a brief description of the exhibit to be published on the QCL Blog ([Cover to Cover](#)).

6 QCL Contact

Library Administrative Office: library@qc.cuny.edu