

CAMPUS DISPLAY POLICY

I. PURPOSE

This policy statement is designed to outline the criteria and process for the display of objects or artwork by members of the Goucher College community in public spaces on campus. This policy is intended as a guide and allows for flexibility on a case-by-case basis. The policy will be administered by the Goucher College Campus Display Committee, which consists of representatives from the following departments:

- President's Office
- Facilities Management Services (FMS)
- Art and Art History Department
- Events, Conferences, & Summer Programs(ECS)
- Office of Student Engagement (OSE)
- Office of Communications
- Office of Community Living

II. APPLICATION

This policy applies to all members of the Goucher community, including students, faculty, staff, trustees and alumnae/i who wish to display objects on campus. The policy does not apply to: displays in the library including the walls on either side of the Special Collections & Archives Department (431) or on the upper level of the Athenaeum, which are within jurisdiction of the college librarian¹; student art display projects, which are within the jurisdiction of the Art and Art History Department; the walls outside of the Pinkard Community Service Center (Lenrow Gallery) which are within the jurisdiction of the Office of Community-Based Learning; displays of art or other objects in the Silber and Rosenberg Galleries; departmental displays; and displays within residence halls, which are subject to separate guidelines.²

¹Walls in the library and on the upper level outside of Special Collections (from the library entrance to the end of the hall near Classroom 422) are reserved for academic displays and are not covered by the Campus Display Policy. Requests for displays in these areas must be made to the college librarian, who will, in consultation with the provost, approve or deny requests.

² For exhibit of installations and displays of objects or artwork in public areas of the residence halls, which include hallways and all common areas, students will prepare a written description of the project, including the following: list of materials to be used in display; detailed schedule and method for installation and removal of display; plan for removal (to include site restoration); and sketch of display indicating scale. The student will secure approval of the proposal from the Community Living Coordinator (CLC) in the Office of Community Living, and obtain necessary supplies from Facilities Management Services (FMS) and coordinate with FMS regarding the installation process.

III. ADMINISTRATION

A. Timing and Area of Display

The college has designated special areas for exhibits and displays of community interest. The following areas are available for the display of objects or artwork on a first-come, first-served basis:

- Geen Community Center in Pearlstone
- Athenaeum spaces, including:
 - The Rosenbloom Foundation Group Study (147)
 - The Emmert Hobbs Group Study (148)
 - The G. Bradford and Joan Hood Jones Commons Room (125)
 - The Entry Level Lobby Living Room (unnamed)
 - (302) Stimson Breezeway (walls only)
 - Froelicher Courtyard (outside displays only) Residential Quad (outside displays only)
 - Van Meter Highway (outside displays only)
 - Heubeck Lounge

Applications for displays in other areas will be considered on a case-by-case basis.

B. Criteria for Review of Requests to display Objects on Campus

It is the college's goal to provide the diverse Goucher community with materials that reflect a wide range of views, expressions, opinions and interests. The grant of permission to display objects or artwork on campus does not constitute the college's endorsement of the object or artwork or its content.

The following standards will be used to consider all applications to display objects or artwork on campus:

- The display must be consistent with Goucher's Community Principles;
- The display and its installation must meet safety standards as determined by Facilities Management Services (FMS);
- The display must conform to all college policies (e.g., Nondiscrimination Policy, Sexual Misconduct Policy, Copyright Policy), and federal, state, or local laws, as determined by the Office of Legal Counsel;
- The display must respect the privacy of individuals; and
- The display must be appropriate in size for the display space and not impede regular college operations

C. Proposal Process

The applicant shall secure a **faculty or staff member** as a sponsor, whose responsibility will be to review and approve the proposal. The applicant should

complete a Goucher College Campus Display Request Form (attached), and submit the form to Linda Barone, project manager for FMS, at lbarone@goucher.edu. The request form shall be approved by Facilities Management Services (FMS) and Legal Counsel for conformity with the criteria for review, and shall be submitted to the Campus Display Committee for review and approval. All decisions of the committee will be made by majority rule using the criteria for review. If a majority of participating committee members does not approve the installation, the application shall be denied. All decisions of the committee will be final.

D. Installation Procedure

Installations will conform to an approved installation plan (outlined in the proposal) and must include installation location and timeline; a project sponsor, who must be a Goucher faculty or staff member; plans for requesting assistance from Facilities Management Services (FMS); and any other information necessary to assure the committee that the installation will conform to the appropriate requirements.

Installations will generally be approved for a period from the date of installation to the **end of the semester**, unless the display area is in demand, in which case installations may be limited to **one month**. A longer period can be requested and will be approved by the committee

E. Maintenance and Removal of Displays

The applicant shall be responsible for maintenance and removal of the display. The college is not financially responsible for loss of or damage to display items.

CAMPUS DISPLAY REQUEST FORM

Applicant's Name: _____

Faculty or Staff Sponsor's Name: _____

Proposed Location: (PLEASE CHECK ONE)

Geen Community Center

Athenaeum (specify location):

The Rosenbloom Foundation Group Study (147)

The Emmert Hobbs Group Study (148)

The G. Bradford and Joan Hood Jones Commons Room (125)

Stimson Breezeway (walls only)

Froelicher Courtyard (outside displays only)

Residential Quad (outside displays only)

Van Meter Highway (outside displays only)

Heubeck Lounge

Other (please describe briefly): _____

Attach a written description including the following:

- List of materials to be used in display and installation;
- Detailed schedule and method for installation of display;
- Plan for maintenance;
- Plan for removal (to include site restoration); and
- Sketch of display indicating scale.

The undersigned accepts responsibility for installation, maintenance and removal of the display or artwork and agrees that the college has no responsibility for maintenance of the display and is not responsible in the event the object is damaged or destroyed. The undersigned agrees that if he/she violates any terms of the project description, including missing deadlines for installation or removal, failing to properly maintain the display, or failing to conform to any other condition of approval, the undersigned's right to install the display or artwork will be terminated and/or the display will be removed.

Applicant's name & signature (please include phone and e-mail): _____

Sponsor's name & signature (please include phone and e-mail): _____
