

CUL Online Exhibitions Committee Policy

1. Membership on the CUL Online Exhibitions Committee will consist of a chair and library staff members doing work with [CUL exhibits page](#). The committee should include a representative or deputized representative from libraries creating exhibits for the CUL exhibits page and can rotate to other library staff members in any given year.
2. This committee is charged with four main responsibilities:
 - a. To work with relevant stakeholders (Copyright Center, RMC digital archives, CUL-IT, etc.) at CUL to set and document policy, as well as maintaining Wiki page. Policies may include minimum requirements for each exhibit pertaining to copyright adherence, policy for proper archiving of exhibits, and any changes to the terms of eligibility for publishing exhibits on Spotlight or future exhibition platform.
 - b. Identify, recommend, and request priority areas for development of the CUL online exhibits page.
 - c. Respond to requests from faculty interested in creating an online exhibit through this [CUL Online Exhibition Request Qualtrics Form](#)
 - i. *Note: Unit library representatives on the committee will be responsible for responding to those requests that are made by faculty /students from their respective colleges.*
 - d. Be a resource for other CUL staff who need guidance on policy and practice for developing exhibits on the CUL exhibit page. This may include copyright requirements, best practices for making sure copyright/FERPA documentation is appropriately archived etc. and basic training.
 - i. *Note: Again, unit library representatives on the committee will be responsible for responding to those requests that are made by faculty/students from their respective colleges.*
3. Any general questions can be sent to help-exhibits-library@cornell.edu.