

**Dr. James T. Covert Gallery**  
**Clark Library**  
**Policy and Agreement Form**

*Please email completed form to Xan Arch (arch@up.edu)*

The following outlines policies regarding exhibits in the Covert Gallery.

*Installation/De-installation:* A specific date and time must be pre-arranged with Xan Arch (arch@up.edu) for all approved exhibits. Changes to this time must be agreed to in writing. Xan or a designated substitute must be present to facilitate any exhibit installation/de-installation. Failure to meet an agreed-upon installation schedule may result in forfeiture of the time and space allocated for the exhibit.

*Costs:* The exhibit curator, if outside of the Clark Library, will cover any special costs incurred in mounting the exhibit, including the repair of any damage to the building or Library property caused in installation or removal of the exhibit.

*Security and Insurance:* Materials in an exhibit are afforded the same security protection as that of any materials in the exhibit space. This means that third parties including, but not limited to, the general public and students may have unsupervised and unregulated access to the exhibit area and the materials. Additional security cannot be provided by the University, and the University is not responsible for the safekeeping of the exhibit materials and shall have no liability to the owner of the exhibit materials or any third party in the event of any damage or loss (including theft) to the exhibit materials. The owner of the exhibit materials bears all risk of all loss or damage to the exhibit materials regardless of cause. The University does not provide any insurance for materials on display or assume any responsibility for the loss, theft of, or damage to any materials on exhibit. The provision of insurance for the exhibit materials is the responsibility of the exhibit curator and/or owner of the materials.

*Physical Arrangements:* Reasonable efforts should be made to make all exhibits accessible to everyone, with special provisions, when possible, to accommodate people with disabilities. An exhibit must not constitute a physical hazard or impede research or regular Library use.

I have read the Covert Gallery Policy and acknowledge by checking the box below that I accept the conditions and responsibilities stated therein and will indemnify and hold the University of Portland and the Clark Library harmless from any claim arising out of my use of the exhibit space, including any dispute as to ownership or copyright as well as any claim related to loss of or damage to the exhibit. More specifically, I acknowledge and accept that:

- If this exhibit is proposed by a student organization with a faculty advisor, the advisor has reviewed/approved our proposed exhibit plan (indicated by the advisor's signature below);
- If any changes are made to this proposal once it is approved by the Library, there is no guarantee those changes can be accommodated without prior approval by the Library;
- Installation and de-installation of the exhibit must be scheduled in advance and a Library staff member must be present; and
- The Library cannot provide additional security or insurance coverage for non-library owned materials.

I agree to these terms.

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Signature

Date

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Advisor Signature (if applicable)

Date

*Policy adapted from [Pacific University's Exhibits Policy](#)*

**Contact:**

If you have any questions about this policy, please contact Xan Arch, Dean of the Clark Library, at arch@up.edu or 503.943.7310.