

EXHIBIT LIAISON RESPONSIBILITIES

Taken from the Policy and Procedures Section of the Exhibits Web Site:
<<http://www.library.northwestern.edu/exhibits/policyprocedures.html>>

The Committee assigns one of its members to serve as a Liaison for each exhibit. The Liaison is not responsible for actual exhibit preparation, installation or dismantling, or for preparing of labels, posters, handouts or web sites for an individual exhibit. The responsibilities of the Liaison are to:

1. Contact the Curators to verify the title and dates of the exhibit. The Liaison advises on the dates of installation and dismantling of the exhibit. He/she should be in touch with Curators **up to one (1) year** of the actual date of installation, especially in the case of visiting exhibitors, speaker forums, or related exhibition events. Do not underestimate the amount of lead time necessary.
2. Because Curators are strongly encouraged to create web sites related to their exhibits, Liaisons should ask Curators to plan their web presence early and carefully, **up to one (1) year prior** to the exhibit opening. Bibliographies, photos, and web content are the responsibility of the Curators. Please see [Web Provisions and Guidelines](#) for more details. Liaisons should make available to the Curators the printed document “Guidelines for Exhibitors: Using Digital Technology” which they are welcome to refer to. Contact: Jeff Garrett.

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3. Curators and Liaisons should connect with Library Public Relations **six (6) months prior** to the opening of the exhibition.
4. Meet with Curators to discuss the possible use of video for the exhibit in the form of loops, clips, or other presentations. Preliminary content research and video clip in-out readings are the responsibility of the Curators. Curators should allow the department of Digital Collections **three (3) months** lead time to assemble video clips.
5. Meet with Curators to discuss images to be used in the cases and if these images need to be scanned or digitized if not being used with the actual book or item. Curators should allow the department of Digital Collections **three (3) months** lead time for scanning.
6. Advise the Curators to submit publicity in the form of an exhibit description and PR image to the Library Public Relations department at least **two (2) months** in advance of the opening of the exhibit. Contact: Clare Roccaforte.
7. Advise the Curators on supplies and equipment available in the Library for exhibit preparation. Provide guidance on exhibit cases, keys, supplies, etc. Two sets of keys are located in the Administrative Office. Contact: Sheri Stein.

8. ***One (1) month prior*** to the opening of the exhibit, meet with Curators to discuss and design labeling for the exhibit cases and case explanatory text. Content and label-making is the responsibility of the Curators.

9. Advise the Curators to meet with the Library Conservation department ***one (1) month before installation*** to review items that may require special conservation attention, repair, matting or display preparations. Arrangements must be made to treat these items prior to their exhibition. Contact: Scott Devine.

10. Before the opening of the exhibition, during installation, arrange for a staff member from the Library Conservation department to check that the display of books and artifacts follow correct conservation practices. Contact: Kitz Rickert.

11. Ask Curators to submit the explanatory paragraph and image for the Exhibits web site ***two (2) weeks prior*** to exhibit opening. Contact: Kim Specht.

12. Ensure that all cases are secure and locked following installation. Occasionally monitor the exhibit during the run for maintenance and security.

13. Verify the return of library books and items, equipment or supplies after dismantling.