

## CURATOR'S TIME TABLE

LEAD TIME	ACTIVITY
1 year	Liaisons contact Curators – discuss dates and vision of exhibit
1 year	Curators begin planning web site – content, images, video
6 months	Curators contact Library Public Relations
3 months	Provide Digital Collections with content for video clips / loops
3 months	Provide Digital Collections with content for scanning
2 months	Submit publicity and image to Library Public Relations
1 month	Meet with Liaison to discuss / design labels and case text
1 month	Curators meet with Conservation Lab to advise on special treatment
1 month	Submit required information for individual exhibit website (link)
2 weeks	Submit descriptive text and image for Exhibits web site (link)
2 to 4 days	Arrange a walk-through of exhibit with the Conservation Lab