

EXHIBIT WEB PROVISIONS AND GUIDELINES

Taken from the Policy and Procedures Section of the Exhibits Web Site:

<<http://www.library.northwestern.edu/exhibits/policyprocedures.html>>

A. **All Exhibits receive:** Presence on [Library Exhibits Committee Web Site](#):

Note: Please leave all images in the highest resolution possible: size will be reduced as needed by the committee web master. However, any cropping that need/preferred be done is the responsibility of the curator(s). All text should be provided in final format, proofread and spellchecked. All content, either visual or textual, must be provided in electronic form and is the responsibility of the curator. Additional digital content (video, sound, etc) is not provided by the Exhibits Committee and is the responsibility of the curator.

The following information must be submitted electronically to [Kim Specht](#) 2 weeks prior to the opening date:

1. One image to serve on exhibits website homepage, main space page, and current exhibits page.
2. Complete Title
3. Beginning and Ending Dates
4. One short text (2-5 sentences) briefly describing the exhibit, the objects, and their relation to each other and additional texts, labels, brochures, multimedia, etc.

B. Exhibits in the first floor **MAIN** area receive:

Individual Exhibit Web Page (linked to from [Library Exhibits Committee Web Site](#)):

Note: Please leave all images in the highest resolution possible: size will be reduced as needed by the committee web master. However, any cropping needed to best display an object is the responsibility of the curator(s). All text should be provided in final format, proofread and spellchecked. All content, either visual or textual, must be provided in electronic form and is the responsibility of the curator. Additional digital content (video, sound, etc) is not provided by the Exhibits Committee, and is the responsibility of the curator.

Each exhibit will receive an index, objects, about, bibliography, and an optional acknowledgements page. All content must be supplied one month in advance of opening date. Example of these pages can be found [here](#) (link: Chicago Hand Bookbinders Exhibit "Forever 29" 2008).

The following information must be submitted electronically to [Kim Specht](#) 1 month prior to the opening date:

1. Index: Image, Dates, and Title
2. Objects: Individual photos of exhibit objects with corresponding labels (3 – 5)
3. About: Any background information or extended text
4. Bibliography: Properly formatted list of sources, preferably done using Endnote software.
5. Acknowledgements (optional): Please supply the full name, position, and corresponding department for each person.