



# UNIVERSITY OF TORONTO LIBRARIES

Revised: March 20, 2019

## GUIDELINES FOR EXHIBITORS

This document is intended to provide guidance and support for curators preparing exhibits for Robarts Library.

### GENERAL INFORMATION

In order to most effectively promote the exhibits program, Robarts Library schedules exhibits six to twelve months in advance. As a general rule, exhibits are booked for two to three month durations. Opening and closing dates will be negotiated with exhibitors upon approval of the exhibit proposal and agreed upon in writing prior to the opening of the exhibit.

Exhibits must be well organized and aesthetically pleasing. Planning ahead is important for the production of professional looking exhibits. Please allow enough time for the following tasks.

### ASSEMBLING AN EXHIBIT TEAM

Exhibit curators may wish to engage one or more team members to assist with the selection, preparation and installation/de-installation of materials. Assistance with installation and de-installation of the exhibit may be particularly helpful.

### MATERIALS SELECTION

It is a good idea to select more material than you think will be needed, as the layout and design process may result in refinements to the final content of the exhibit.

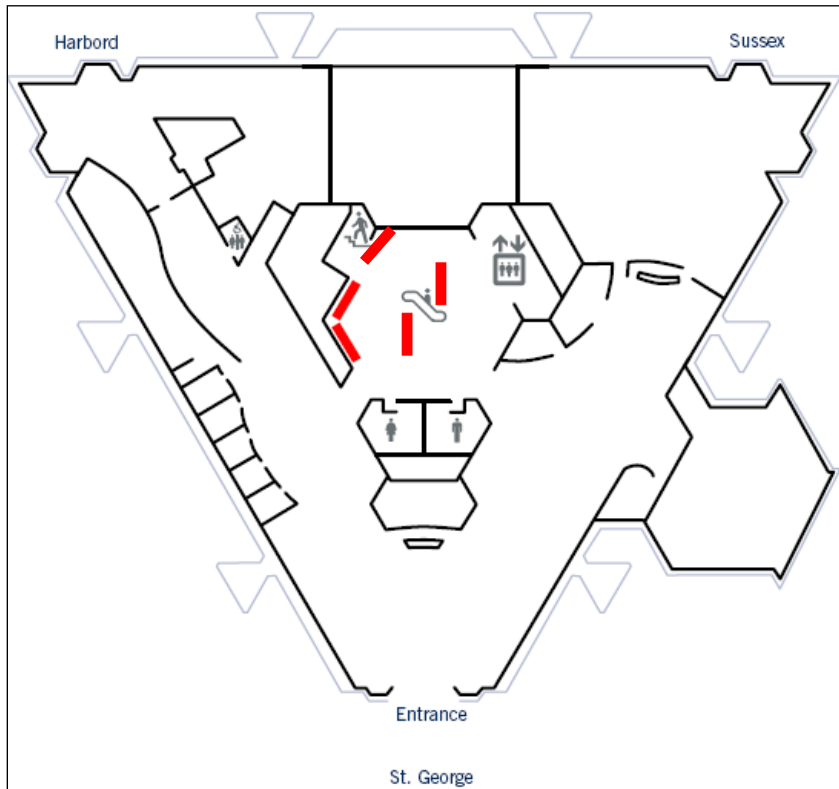
Consider including topically related library materials in your exhibit. Contact the appropriate [faculty liaison librarian](#) for assistance with the selection of library materials. It may be possible to have colour facsimiles of archival or special collections material produced in consultation with your liaison librarian. It is also advisable to use facsimiles for fragile materials such as newspapers and photographs.

Circulating library materials to be used in exhibits must be checked out through Askari Husain, Access and Information Services Supervisor, to ensure that the library catalogue is updated appropriately. Please note that library materials checked out for exhibits should stay in the library. Library materials that the exhibit curator wants to take outside the library for more examination will have to be checked out to a personal library account.

## EXHIBIT DESIGN AND LAYOUT

### Exhibit Dimensions, 1<sup>st</sup> Floor Robarts

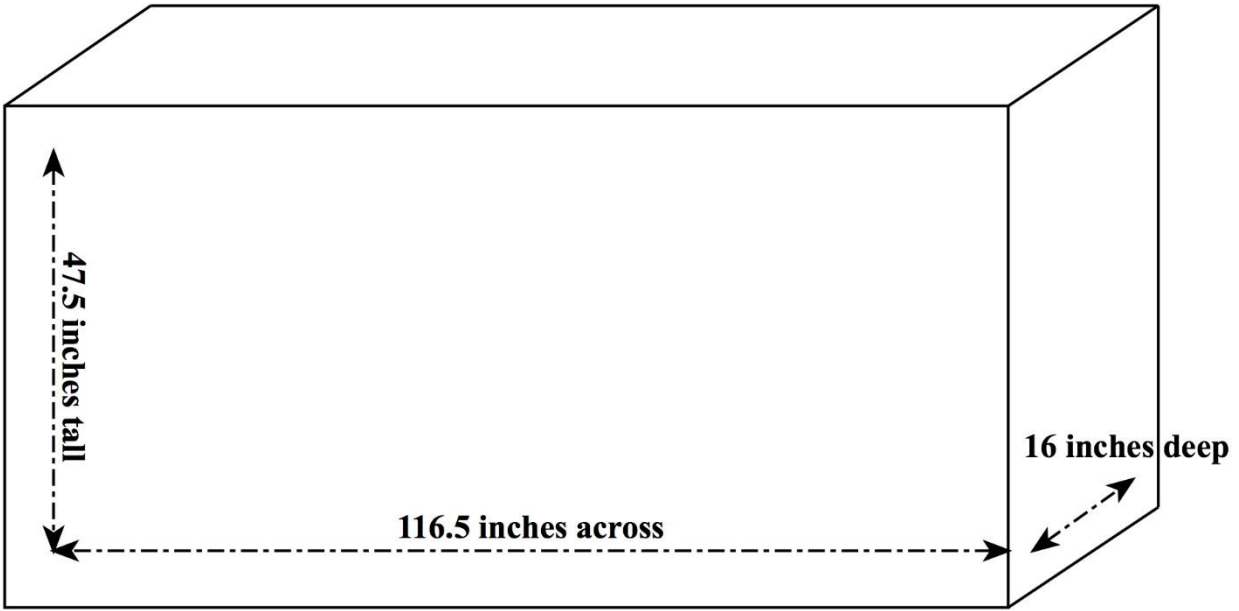
Curators will typically have the use of five exhibit cases located on the first floor of Robarts Library, as shown in Figure 1.



**Figure 1: Exhibit Case Layout, 1<sup>st</sup> Floor Robarts Library**

There are 12 glass shelves available for use in the 1<sup>st</sup> floor display cases. Glass shelves can be removed from the University of Toronto Press Books display case when they are needed for other approved exhibits.

Use the dimensions shown below in Figure 2 to design the layout of your exhibit and refine your content. A site visit, which can be arranged through Jack Leong, Chair of the International and Community Outreach Committee, may also be helpful.



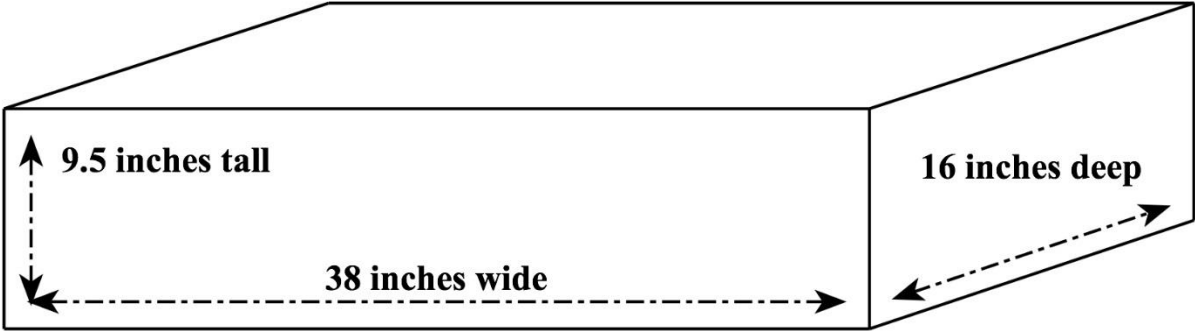
**Figure 2: Exhibit Case Dimension, 1<sup>st</sup> Floor Robarts Library**

**Exhibit Dimensions, 2<sup>nd</sup> Floor Robarts**

Curators will typically have the use of twenty-four exhibit cases (12 per portico) located on the second floor of Robarts Library, as shown in Figure 3.

**Figure 3: Exhibit Case Layout, 2<sup>nd</sup> Floor Robarts Library**

Use the dimensions shown below in Figure 4 to design the layout of your exhibit and refine your content. A site visit, which can be arranged through Jack Leong, Chair of the International and Community Outreach Committee, may also be helpful.



**Figure 4: Exhibit Case Dimension, 2<sup>nd</sup> Floor Robarts Library**

## **Headings and Narrative Text**

Once the final content for your exhibit has been selected, headings, captions and narrative text can be prepared. Captions and headings will serve to identify and credit creators of the materials displayed, and narrative text will provide more detailed information and place them in the context of the exhibit as a whole.

Text should be digitally produced and printed on a high quality printer if not professionally designed.

We recommend using two types of font:

- Sans serif fonts for headers
- Serif fonts for text

If you are using professional design software (e.g. Adobe Design Suite, QuarkXpress), use:

- Headers: Trade Gothic Condensed (for plain face type, use no. 18, for bold face, no. 20)
- Text: Bembo

If you are using office software (e.g. Microsoft Office), use:

- Headers: Arial Narrow or Helvetica Medium Condensed
- Text: Times New Roman

Additional Considerations:

- Text should have high contrast, such as black on white.
- Introductory text should be limited to 150 words or less.
- Secondary text explaining individual items should be limited to 20-30 words.
- Font size should be at least 28 points for introductory text. Secondary text should be easily readable from a distance of two feet.

## **EXHIBIT INSTALLATION AND DEINSTALLATION**

It is advisable to arrange for two or more people to be available for at least a half to a full day to clean the cases, install and deinstall your exhibit within your reserved timeframe. Keys for the 1<sup>st</sup> floor exhibit cases may be picked up from information desk on the ground floor of Robarts Library. For the 2nd floor exhibit cases, please contact Jack Leong to arrange pickup at either the Richard Charles Lee-Canada Hong Kong Library or the Information Desk.

Exhibitors must handle library materials with long-term preservation in mind. In general, books should be displayed on bookstands or supports. The Library can provide bookstands and glass shelving for exhibits. An exhibits toolkit containing the following items is available for your use:

- Scissors
- Utility knife and blades
- Staple gun and extra staples
- Needle nose pliers
- Screwdriver

- Hammer
- 18" ruler
- Tape measure
- Correction pen (white)
- Blue masking tape for layout
- Roll of 1" mylar, used for holding books open
- 3M heavy duty mounting tape 1/2" wide
- Double stick scotch tape
- Cleaning supplies
- Handheld vacuum cleaner

The toolkit is available at the Richard Charles Lee Canada-Hong Kong Library on the 8<sup>th</sup> floor of Robarts and must be booked in advance through Jack Leong.

Curators are asked to consult with John Toyonaga, Bindery Manager, for advice regarding installation and materials handling. The Library is not able to provide assistance with installation, deinstallation, or production of display materials.

When de-installing the exhibit, return circulating books to Askari Husain to be checked back in. Return the 1<sup>st</sup> floor exhibit case keys to the Information Desk. Return the 2<sup>nd</sup> floor exhibit case keys to the Richard Charles Lee Canada-Hong Kong Library. If the library is closed, please return the keys to the Information Desk.

#### **PUBLICITY**

Jesse Carliner, Communications Librarian for the University of Toronto Libraries, will work with you to write a press release and news item for the Library homepage.

Flyers, posters and any other printed publicity materials should include the University of Toronto Libraries or the University of Toronto signature (combined crest & wordmark). The Communications Librarian is available for consultation in the creation of promotional materials and can provide appropriate media contacts.

#### **RECEPTIONS & EXHIBIT RELATED EVENTS**

Rooms in the Robarts Library may be available for receptions and other activities (workshops, talks, demonstrations) associated with exhibits. Jack Leong is available for consultation regarding the availability of rooms for these purposes.

#### **CONTACT INFORMATION**

**Jack Leong, Chair of the International and Community Outreach Committee**  
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