

# Archives and Special Collections Exhibit Manual

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- 1 Scheduling and Documentation
  - 1.1 Exhibit and Display Overview
  - 1.2 Information on the Wiki
  - 1.3 File Organization and Exhibit Recordkeeping
- 2 Labels
  - 2.1 Label Overview
    - 2.1.1 General Label Reminders
  - 2.2 Label Description, Required Use, and Purpose
  - 2.3 Label Procedures
    - 2.3.1 Printing Labels
- 3 Design
  - 3.1 Digital Displays
- 4 Supplies
- 5 Installation Procedure
- 6 Care and Handling
  - 6.1 Books and Other Bound Items
  - 6.2 Photographs, Paper and Other Unbound Items
  - 6.3 Other Types of Materials
- 7 Publicity
- 8 Resources

## 1. Scheduling and Documentation

### 1.1 Exhibit and Display Overview

NOTE: This manual relates specifically to 4 types of physical displays types: the **ASC Case** in the Reading Room, the **Osborne Gallery** on the 2<sup>nd</sup> floor of Criss Library, **First Floor flat cases** in the central area of the first floor of the Library, and **Pop-up displays**. A section of this manual touches briefly upon Digital Exhibits, but mainly identifying the areas of overlap such as labels and accessibility considerations.

For individual description of label type, required use, and purpose, see **Labels section**.

The **ASC Case** is updated 4 times a year, with exhibit lasting about 3 months. These exhibits can be as interpretive as the curator desires, but they should avoid being overly wordy or complicated. These are teaching exhibits but rely heavily on display, visual interest, and clarity of label text. These exhibits must follow the documentation and record keeping guidelines.

The **U.S. Senator Chuck Hagel Archives Case** falls under many of the same guidelines for the other cases, with differences that are dependent on the curator. These differences may include, but are not limited to, Label type and use, Pop-up displays, and content review.

The **Osborne Gallery** hosts ASC exhibits periodically and dependent on the Library schedule found on the Wiki. These exhibits can be as interpretive as the curator desires, but they should avoid being overly wordy or complicated. These are teaching exhibits but rely heavily on display, visual interest, and clarity of label text. These exhibits must follow the documentation and record keeping guidelines.

The **First Floor flat cases** should be treated as a smaller version of the ASC Case. The same method of documentation and label usage should be applied, described below in File Organization and Exhibit Recordkeeping. The flat case exhibits rotate more frequently (every 1-2 months), are less interpretive, and more focused on display. In general, only a Section Label (4"x6") and the Individual Object or Collection Identification Label (2.5"x4.25") needs to be used with the Section Label serving as the "Big Idea" label. A title is not required for flat case displays.

**Pop-up displays** are defined here as a single-day-or-less display. The lead time in scheduling, organizing, and creating a Pop-up display is dependent on the curator and the event for which the Pop-up is needed. ASC Tabling exhibits for Queer and Trans Services Student Agency may have different requirements than a display for the Chuck Hagel Forum in Global Leadership, the latter of which could be treated more like a **First Floor flat case** display, as the curator saw fit.

For Pop-ups that may lack people at the exhibit at all times, Individual Object or Collection Identification Label (2.5"x4.25") are the priority with the Section Label (4"x6") serving as the "Big Idea" needed only as time allows. Labels should not take priority over person-to-person. Pop-ups can be displays that relate to larger ASC and Gallery exhibits or may pertain to tabling events coordinated with other groups on campus.

## 1.2 Information on the Wiki

Add your planned exhibits to the [Display Case Schedule](#) on the Wiki (there is a new schedule for each fiscal year). Ideally, we should schedule exhibits at least six months out, but we all know plans may change.

In choosing duration of exhibits, consider the potential damaging effects of light on original items. In ASC, we do not display original items longer than four months. Light Levels have been evaluated as “Safe” in the ASC Case in 2016 and since then nothing has changed. Light Levels need to be evaluated in the Osborne Gallery and the First Floor flat cases.

- [ASC Case](#) and **First Floor flat cases**: Promotions, Communications, & Marketing >> Display Case Schedules >> Academic Year \*\*\*\*
  - **Hagel** displays are also located here, under the “ASC Cases 3”.
- **Osborne Gallery**: Promotions, Communications, & Marketing >> Osborne Gallery
- At this time, there is no Wiki page for ASC Pop-up displays.

## 1.3 File Organization and Exhibit Recordkeeping

For all exhibit types and displays, the **2020 ASC Exhibit Checklist and Object Record** document should be used, either during exhibit ideation and installation, or during take-down, as likely in the case of a Pop-up display. A description of each Checklist component and Object Record column can be found on the specific spreadsheet pages. The curator is encouraged to fill out the spreadsheet as fully as is possible. There are some sections that are more important, like “Call Number”, “Object Title”, and “Loan Status”. Others, like “Image” are more to help the Curator if there are many items in a box and only one is required for the exhibit.

These records will help with organization and provide a history of item use, ultimately allowing ASC staff to avoid repetition, overuse, and encourage increased display of diverse materials. Download a copy of the “2020\_ASC\_Exhibit\_Checklist\_and\_Object Record” Excel file for every exhibit you create and keep all the exhibit documentation together.

All files should be stored on Box and not a network drive as there is inconsistent access to drives.

In Box Outreach >> Exhibits>> [Labels and Documentation](#) >> [“2020\\_ASC\\_Exhibit\\_Checklist\\_and\\_Object Record”](#) Excel document has 3 sheets.

- Use the “Exhibit Checklist Sheet” to help ensure that planning, installation, and communication runs smoothly.
- Keep track of items on display with the “Exhibit Object Record Sheet”
- Use the “Loan Information Sheet” for items that are on loan from other organizations, if applicable.

Each exhibit should be saved in the appropriate Box year folder:

- **Ex:** Outreach >>Exhibit>>Osborne Gallery>>2020
- **Ex:** Outreach >>Exhibit>> ASC Case >> 2020
- **Ex:** Outreach >>Exhibit>> First Floor Flat Cases >> 2020
- **Ex:** Outreach >>Exhibit>> Special Exhibits >> 2020 (for Pop-up displays that are unrelated to larger existing displays. If the Pop-up is part of a larger exhibit, save materials in the appropriate related exhibit folder.)

Save the completed folder with the following naming convention:

- YEARMM\_ASC\_Location\_Exhibit Title
  - **Ex:** 202003\_ASC\_OsborneGallery\_AfghanFolio

Save the downloaded 2020\_ASC\_Exhibit\_Checklist\_and\_Object Record following a parallel convention:

- YEARMM\_ASC\_Location\_Exhibit Title\_Checklist\_and\_Object Record
  - **Ex:** 202003\_ASC\_OsborneGallery\_AfghanFolio\_Checklist\_and\_Object Record

You can use this convention as you work or clean up the files at the end but please have the main exhibit file folder named this way to help ensure continuity. Ideally all documents, including folders with photos, should follow this convention. However, to avoid this being an onerous task the truly important files named properly are the **root exhibit folder** that holds all the documentation, the **2020\_ASC\_Exhibit\_Checklist\_and\_Object Record** file, and the **labels**. This will not only make for more consistent record management, and easier for current curators to quickly locate files for internal, public, and donor use, but will help future curators navigate what has been on display and help identify what collection items should be highlighted.

## 2. Labels

### 2.1 Label Overview

- The list of Labels provided below and the labels in Box are not exhaustive; curators that need to create exhibit-specific labels are empowered so to do. The templates provided should be used for size and text guides but by no means do they preclude the creation of other labels. Use the **2020\_ASC\_Exhibit\_Blank\_Labels** as a template. This file contains “2.5x4.25”, “4x6” and “5x7” templates.
  - Ex: Labels for the **US Senator Chuck Hagel Archives ASC Case** are up to the curator’s discretion. As per current Lori, current Hagel Archivist, Individual Object or Collection Identification Label (2.5”x4.25”) are required only as needed to explain a complicated item, grouping, or add commentary.
  - Ex: “Items on display are facsimiles” or “Items pinned on fabric are reproductions”.
- Label holders and templates are available in three sizes: 11x17 (Gallery only), 8.5"x11", 4"x6", and 2.5"x4.25".
- Label Templates are located in Box: “Outreach >> Exhibits >> 2020 Labels and Documentation” and **linked here**. Labels are named so that the size, location, and purpose of the label should be clear to the curator.
  - **Ex:** 2020\_ASC\_Case\_Title\_8.5x11
- The label templates have been formatted to the correct size for the holders and include specifics for font, size, and in some cases word count. These templates should not be altered unless required by the exhibit theme or unique display purposes.
  - If altering label size, download a copy and make changes to the individual version, but do not make changes to the Box template.
- When you download the Label Template from Box, make sure to save your copy as an InDesign Document.

### 2.1.1 General Label Reminders

- Keep in mind, people with reading difficulties or vision deficits should be able to gather key information without reading all of the text.
- Aim for exhibit label copy to be written at no more than an 8th grade reading level.
- Use plain English. Avoid colloquialisms, technical language or acronyms.
- Keep sentences short, ideally 15-25 words.
- Exhibits should have at least one interpretive label that tells the story of the exhibit.
  - An 8.5x11 label with 24 pt. text will hold approximately 100-125 words.
  - A 4x6 label with 24 pt. text will hold approximately 50-60 words.
- If you need to create more labels within a template page:
  - InDesign>>Layout>>Pages>>Duplicate Spread

### 2.2 Label Description, Required Use, and Purpose

- All font style and font sizes are listed on the individual label templates.
- Labels are printed on white or cream paper with no background graphics. The only graphic that should appear on any label is the UNO logo already placed on specific templates.
- **Title**
  - **ASC:** The Title panel for an ASC Case has up to 12 words and the UNO logo.
  - **Osborne Gallery:** The Title panel fits into the 11x17 metal panel holder, normally located outside Marc's office. Template has required informational fields, ADA text, and UNO logo but the design is dependent on the curator and exhibit. This panel does not include Introduction and Interpretive text, which is mounted to the wall at the start of the exhibit display. Select the UNO logo that best fits your space or design. Feel free to use the InDesign Template or another design program like Canva. Whatever you use, make sure to include the required informational fields.
  - Not required for Flat Cases or Pop-up displays.
- **Introductory and Interpretive Text**
  - **ASC:** This is your "Big Idea" or the thesis for the exhibit. It provides the reason for the exhibit and invites the viewers to engage with materials on display. The Introduction and Interpretive Text should be no more than 100 words.
  - **Osborne Gallery:** This panel includes your "Big Idea" or thesis for the exhibit as well as any background of the material or interpretive and creative lens used to put the materials together. The Introduction and Interpretive Text should be about 250 words.

- Not required for Flat Cases or Pop-up displays
- **Native Nations Land Acknowledgement**
  - This label must be used in the Osborne Gallery near the Introduction and Interpretive Text panel. Should be used in the ASC case also as curator is able. We should be working toward incorporating into all ASC case displays.
  - Use as needed for Flat Cases or Pop-up displays
- **ASC Mascot Acknowledgement**
  - This label **must** be used whenever an item of OU/UNO material on display has an image, mention, reference, or any representation of the 1939-1971 “Indian” mascot. This includes explicit photos or textual reference to the sports teams, logo, mascot, *Tomahawk yearbook*, or events like “Maie Day”.
- **Section Label**
  - This label explains why items are grouped together or gives an overview of sections of the exhibits. These Section Labels support the “Big Idea” thematically.
    - **Ex:** “Each case section highlights materials from a certain decade...”
  - For **Flat Case** or **Pop-up** displays, this serves as the “Big Idea” label.
- **Individual Object or Collection Identification Label**
  - **ASC:** For specific items that need to be highlighted, this label provides information such as object title, date, format, and collection ID. This label is also used to note that many objects come from one collection.
  - **Osborne Gallery:** For specific items that need to be highlighted, this label provides information such as object title, date, format, and collection ID. This label is also used to note that many objects come from one collection.
    - Use 2.5”x4.25” Label for Gallery cases
    - Use 4”x6” Label for Items mounted on Gallery walls
  - These are the main labels used for **Flat Cases** or **Pop-up displays**.
- **Label Listing ASC Case:**
  - ASC Title and Introductory Text (8.5”x 11”), required
  - Native Nations Land Acknowledgement (4”x6”), as needed
  - Section Label (4”x6”), required
  - ASC Mascot Acknowledgement (4”x6”), as needed
  - Individual Object or Collection Identification Label (2.5”x4.25”), required
  - “Installation In Progress” (4”x6”), as needed
- **Label Listing Osborne Gallery:**
  - Gallery Title Panel (11”x17”), required.
  - Native Nations Land Acknowledgement (5”x7”), required
  - Interpretive / Introduction Panel (8.5”x 11”), required

- Section Label (4"x6"), required
- ASC Mascot Acknowledgement (4"x6"), as needed
- Individual Object or Collection Identification Label - Wall-Mounted (4"x6"), required
- Individual Object or Collection Identification Label - Gallery Cases (2.5"x4.25"), required
- **Label Listing First Floor Flat Cases**
  - Native Nations Land Acknowledgement (4"x6"), as needed
  - Section Label (4"x6"), here used as "Big Idea", required
  - ASC Mascot Acknowledgement (4"x6"), as needed
  - Individual Object or Collection Identification Label (2.5"x4.25"), required
- **Label Listing Pop-Up Displays**
  - Native Nations Land Acknowledgement (4"x6"), as needed
  - Section Label (4"x6"), here used as "Big Idea", as needed
  - ASC Mascot Acknowledgement (4"x6"), as needed
  - Individual Object or Collection Identification Label (2.5"x4.25"), as needed

## 2.3 Label Procedures

- The curator is responsible for writing all label text.
- The curator should have a colleague read the label text to ensure they are easy to understand and convey the intended message.
- All labels should be reviewed by Claire for content and style. Suggested edits will be returned to the curator. If Claire is not available, please ask another ASC colleague to review your labels (ideally, this would be a different colleague than above). For Claire's exhibits, all text will be reviewed by Angela.
- All Hagel labels must be reviewed by Lori for content and style. A second reviewer, either Claire or Angela, can provide a secondary style review.
- For increased readability, curators are encouraged to ask a colleague outside ASC to review label text.
- The curator may create the labels or request that a student create the labels in InDesign.
- Printing and trimming of the labels should also be assigned to a student whenever possible.

### 2.3.1 Printing Labels

- Note: Card stock paper is usually sitting on the shelf above the Bookeye computer.



- Print the labels from the InDesign Application or download labels as PDFs.
  - You should not need to adjust any of the labels on the page as they have been sized for the holders.
- Place cardstock on the right-side pull-down tray of the photocopier/ printer
- Adjust cardstock weight on the printer screen (you will be prompted to do this on the photocopier/ printer)
- Go into InDesign
  - File>> Print
  - You can print “All” pages or if you need a specific page select “Range” and type in the page number(s).
- If you get an Error message about “Links to files that are missing or modified” click “OK”. This is referring to the UNO Logo. The label will print fine without a stable link mapped to your specific computer.

### 3. Design

Aesthetics, clarity, and accessibility are all important elements to consider as you design an exhibit.

- Avoid clutter. Limit the number of items and display accessories. This is especially important when placing items facing both directions, as this means we start from a place of visual distraction.
- If you place items facing outward only, be mindful of how the backs of items and display accessories look from the reading room.
  - **NOTE:** During the COVID pandemic, ASC and Hagel cases will only have items facing outward to avoid clustering in ASC and near Kelly’s desk.
- Place smaller items in the foreground, in front of larger items.
- Use risers and stands (and be creative!) to take advantage of vertical space.
- If you use a backdrop for an item, select a solid color. This improves visibility, especially for people with vision deficits.
- When possible, consider propping up exhibit materials at an angle to improve visibility for patrons in wheelchairs.
- For Pop-ups, especially Hagel Pop-up displays, using the space on and around a table is important. Notes from Lori include:
  - We want to build up on the table, make photos, etc. bigger where possible, and place as many photos vertically as possible, or at angles. If the venue and allotted space allow for easels, a huge blown up picture or frame can be a draw.
  - You only have one chance and limited time to get people. Also, tips on where to place cards and brochures and other giveaways; maybe the staff should be actively giving them out (like when Amy, Kelly, and I gave away Hagel campaign stickers--they were the ultimate draw.
  - Security and staffing: If the exhibit is on an open table, staff should never leave it unattended. If the table is extra long (I’ve had 20 feet of table a few times), a staff member at each end is wise, depending on the size of the event and traffic patterns. We’re there for both security and commentary; ideally visitors wouldn’t realize the former.

### 3.1 Digital Displays

Many of the same rules that are followed for Physical Exhibits can be applied to Digital Displays, particularly when writing Label Text, Exhibit File Organization, and Accessibility.

- For writing Label Text see:
  - Label Overview, General Label Reminders, and Label Style
- For File organization, see: Organization and Storage in this manual
- For Accessibility:
  - When selecting images, be aware of clarity, scale, and required DPI.
  - Usability & Web Accessibility: WCAG 2A and AA Checklist, Yale University
  - WebAIM Color Contrast Checker-  
<https://webaim.org/resources/contrastchecker/>

## 4. Supplies

The cabinets underneath the cases hold a variety of exhibit accessories. We have plenty of acrylic risers, stands for items of varying height and weight, cradles, label holders, and much more. Ideally, 6-8 weeks out from the start date of your exhibit, consider if you will need any accessory that we don't have in stock or that we don't have in abundance. This way, you will have time to discuss the need with Amy and place an order. If the accessory you need is in use in another exhibit, check the exhibit schedule to see when it will become available. If the accessory won't be available in time, you might discuss your need with that exhibit's curator and agree on swapping out accessories.

If you find that you need more materials, like risers, check the 2<sup>nd</sup> floor supply closet.

## 5. Installation Procedures

- Try to compress installation time as much as possible (ideally, no more than one week to complete). During installation, use "Exhibit installation in progress" labels stored in the leftmost cabinet under the general ASC cases (not the Hagel cases).

- Retrieve the exhibit case key (attached to a plastic pretzel) from the top drawer of the two-drawer, grey filing cabinet behind Kelly's chair.
- Use glass cleaner and rags or static cleaning cloth to wipe down display case doors and shelves. Glass cleaner and rags are stored in the leftmost cabinet under the Hagel cases.
- **Install your exhibit following the Care and Handling guidelines below.**
- All items and accessories must be inside the cases, with the exception of the digital picture frame. When considering other exceptions, think security!
- Photograph your exhibit (each shelf and a wide shot) after installation to serve as a visual index useful for planning future exhibits. Save the photographs Box>>Outreach>>Exhibits>> [appropriate folder]
- Return all accessories not used to their appropriate cabinets (risers with risers, etc.) below the cases.
- Return the key to Kelly's drawer.
- If you need to re-position a shelf, remove a shelf, or remove a door from the case, please submit a Fixit to Buildings. Do not do this on your own! Store shelves against the wall in 106A, opposite the door, in between pieces of carpet.

## 6. Care and Handling

- Transport objects to the cases using our exhibit cart, especially if the object might roll off a traditional cart.
- As you remove items from the cases and prepare to place new items in the cases, do not lay exhibit items on the floor (lest you step on or trip over them). If they won't fit on your cart, use an additional cart.
- On the cart, do not pile paper items on top of one another if adhesive might be present on the back of some items.
- Do not allow adhesives or fasteners to come into direct contact with original materials. Use a buffer if necessary.
- Ensure that materials are properly supported in the case. Items toppling over can cause irreparable damage.

### 6.1 Books and Other Bound Items

- Do not force books to open flat. Do not open a book beyond 130 degrees.
- Use a book cradle to support bound items. Cradles should be large enough to support the entire book and should support the covers at an appropriate angle.
- If the pages won't remain open naturally, wrap a strip of polyethylene strapping around each side of the open book and secure it with double-sided tape. Do not allow the tape to come in contact with the volume. A roll of strapping and a collection of previously used strips of various lengths are stored in the leftmost cabinet under the Hagel cases.

### 6.2 Photographs, Paper and Other Unbound Items

- Wear clean cotton gloves at all times when handling photographic materials. Gloves are stored in the workroom.
- Due to potential damage from light levels, consider using good quality color copies in place of original items where feasible. For photographs, use photo paper for copies (stored in the low cabinet nearest the VCR).
- Do not allow materials to sag or slip out of place due to inadequate support. Plastic sleeves (stored in the hallway by the offices) and card stock may be used to provide support. Acid-free paper is also available as a buffer between items and card stock or boards that are not acid-free. Be creative, but remember to pay attention to aesthetics and do not allow adhesive or extremely acidic materials to come into direct contact with the items.

### **6.3 Other Types of Materials**

- If possible, textiles should be exhibited in a flat position rather than folded to prevent creasing, tearing of fibers, and uneven fading. If folding cannot be avoided, pad the folds with materials such as washed cotton or muslin sheeting, or acid-free papers.
- Mannequins can be used to display sturdy textiles (ex: hockey jerseys) for an entire exhibit period or more fragile textile for short period of time, like a pop-up exhibit. Textiles and mannequin use are determined on a case-by-case basis and require evaluation whenever used. Head and shoulder forms can be used inside the ASC case or in the Gallery. Torso mannequins may be used in the Gallery or in the ASC case after consultation with Director and Buildings Manager to confirm shelf weight and adjust shelf height. Torso and full-form mannequin can be used in ASC reading room or the Gallery if textiles have been deemed appropriately sturdy for longer term display.
- Wear nitrile gloves at all times when handling metal, ivory, or bone artifacts to avoid damage that can be caused by oil from skin. Gloves are stored in the workroom.
- Avoid displaying particularly light-sensitive materials like color photographs (see above), watercolors, colored writing inks, and silk.
- Avoid displaying vellum and parchment, which are very sensitive to shifts in relative humidity.

## **7. Publicity**

Publicity for your exhibit will typically include a news article for the library website, posting in MavDaily (employees) and Bullseye (students), posting on social media (Facebook, Instagram, and Twitter). Larger exhibits may also be publicized through additional communication channels like the Alumni Association, the library's BiblioTech newsletter, community calendars, local news, fliers/posters, or other appropriate channels. Exhibits in the ASC cases and Osborne Gallery will be posted to community calendars, while exhibits in the flat cases would only be posted on community calendars for special cases.

Images for UNO website and digital displays must be exactly 800 x 533px and less than 150kb in size. There is a Digital Publicity image template available in the Labels and Documentation Box folder (and linked below), but feel free to use a different design program like Canva.

The following materials should be sent to the appropriate individuals in a timely manner, see “2020\_ASC\_Exhibit\_Checklist\_and\_Object Record” for additional information.

- Press blurbs and [Digital Publicity image](#) >>Amy
- Social Media (Twitter, Facebook, Instagram)>>Claire Staub
- Digital Publicity image for gallery screen, if applicable >>Claire Staub

See recent exhibit news articles on library website for examples: [1](#), [2](#), [3](#). The text for publicity should normally include:

- exhibit title and description
- location (include "First Floor of Criss Library" for Archives & Special Collections displays)
- beginning and end dates
- note that material is from the department. Examples: "UNO Libraries' Archives & Special Collections," "U.S. Senator Chuck Hagel Archives in UNO Libraries' Archives & Special Collections," etc.
- include reference to online version of display or related digital collection when relevant
- note if the material is all from a single collection, consider including a link to the finding aid, or
- use standard short overview paragraph at end of article for Hagel (see past examples or ask Lori for text) and Queer Omaha Archives.
- Credit curator(s) by name and title.

## 8. Resources

- “Caring for Textiles and Costumes,” Canadian Conservation Institute, 2020, <https://www.canada.ca/en/conservation-institute/services/preventive-conservation/guidelines-collections/textiles-costumes.html> Lacher-Feldman, Jessica. *Exhibits in Special Collections, Libraries, and Archives*. 2013. (copy available in Amy's office)
- Lorenz, Kelly M. “Creating a Textile Museum Exhibit: Conservation and Accessibility.” (2018). Honors Theses
  - Copy in Box>>Outreach>>Exhibits>> Labels and Documentation>>Reading Materials
    - <https://unomaha.box.com/s/xxsjx42o5ap00gcylt4ucsilqwk3n3z9>
- Marini, Francesca. “Exhibitions in special collections, rare book libraries, and archives: Questions to ask ourselves.” *The Journal of National and International Library and Informational Issues*. 2019. <https://unomaha.on.worldcat.org/oclc/8256876882>

- Copy in Box>>Outreach>>Exhibits>> Labels and Documentation>>Reading Materials
  - <https://unomaha.box.com/s/86lg5gze5bopi2q0hpo9yfljly5c1ar>
- Serrell, Beverly. *Exhibit Labels: An Interpretive Approach*. 2015. <<http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=995747>>. <http://unomaha.worldcat.org/oclc/910102966>
- Templeton, Rini Hazel. “Display of Textiles in Museum Collection”. National Museum Institute of History of Art, Conservation and Museology, Delhi, 2018.
  - Copy in Box>>Outreach>>Exhibits>> Labels and Documentation>>Reading Materials
    - <https://unomaha.box.com/s/zt8isblozmzvfhu74kjghe4nr76v456>

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