

# SCRC Digital Exhibitions Project Guidelines

**\*\*Please read through all the following guidelines before you get started on your digital exhibition.**

## **Getting Started**

Before embarking on a digital exhibition, please ensure the necessary resources, including Libraries staff, will be available. Complete the Digital Library Program digital project proposal form: <https://syr.libwizard.com/f/digital-project-requests>

G:\LIB\Special Collections\Exhibitions\Digital Exhibitions

- These guidelines and supporting documentation can be found in the shared drive at this location: G:\LIB\Special Collections\Exhibitions\Digital Exhibitions
- Make a folder for your digital exhibition in the Digital Exhibitions folder.
- Resave the templates in your new folder.

You will need confirmation from the Department of Digital Stewardship that staff will be available to facilitate the launch of your digital exhibition. A kick-off meeting with Suzanne Preate, where you discuss expected digitization needs, scheduling, and other issues, is recommended.

## **Curation and Preparation of Items**

When curating the exhibition:

- Work with the Reference and Access Services Librarian to have selected content digitized.
- Contact LITS about captioning for any moving image or audio content.
- Review the selected content for any rights issues.

Determine how you want the digital exhibition to be organized.

- All digital exhibitions should be organized by sections called chapters. If you are converting a pre-existing physical exhibition into digital, then you may want to use your case label titles as chapter titles.
- Depending on the amount of material you have and how complex your exhibition is, you may or may not need Sub-Chapters.
  - Example of digital exhibition with sub-chapters:  
<https://digitalexhibits.syr.edu/su150/>
  - Example of digital exhibition without sub-chapters:  
<https://digitalexhibits.syr.edu/chancellors/>

Collate item labels and metadata for selected items in the spreadsheet template from the Digital Exhibitions folder: DigitalExhibitionItemTemplate.xlsx.

- Be sure to resave file in the folder for your digital exhibition.

- Complete the spreadsheet (\* fields are required)
  - Chapter\*: Enter title of chapter for that item. DDS has requested we add a numbering system to the title to ensure they're in the right order. Please enter this way, as example: 01\_Hallmarks of a University OR 05\_Veterans and Student Life. (Don't worry, the titles won't look like that online – just for the spreadsheet!)
  - Sub-Chapter: Enter title of sub-chapter for that item. Enter the title with the same numbering system as in Chapters. [skip or delete column if no sub-chapters]
  - Filename\*
  - Image Order\*: Number the order the images should appear within each chapter or sub-chapter.
  - Item Label\*: Please note formatting will be different than a physical exhibition item label. Instead of separate lines, you may want to use periods.
    - Example: Syracuse pennant, circa 1920s-1950s. Syracuse University Memorabilia Collection, University Archives.
  - Supplemental Text: Additional descriptive information to go with the item label.
  - Notes: Good place to alert LITS to any special needs (such as multiple images for one item) or to make a note about any rights issues.
  - Finding Aid Link: If the item comes from a collection that has a finding aid online, provide the link here. A link will be created in the item label in the exhibition.
- Please feel free to look at the spreadsheets of existing digital exhibitions.

Write up any additional text needed for the digital exhibition. You can find a template in the Digital Exhibitions folder: DigitalExhibitionsText.docx (also Appendix A in this document).

- Be sure to resave your additional text in the folder for your digital exhibition.
- Complete a main introduction, a line about the curator including their title, introductory descriptive text for all the chapters and sub-chapters (minus the item labels), acknowledgements, and citation.
- If you are working from a pre-existing physical exhibition you may have a lot of this text written already that you can re-use or reconfigure.

## Progressing to the Test Site

Be sure to address the following:

- The home page of the digital exhibition will need a main graphic, preferably one that is horizontal.
- You will have to determine the color(s) of the title band under the main graphic and the table of contents on the left side. Remember they have to have proper contrast for accessibility reasons.
- Have an idea of what the URL for the digital exhibition should be. As seen in the example here, something should replace the highlighted section:

<https://digitalexhibits.syr.edu/su150/>

- Images should be placed in one folder that DDS can access, such as in the Repository. Images should be copies of the masters. Also place the main graphic image in this folder.

When all the above is completed, email DDS.

- Send the item spreadsheet and exhibition text Word document.
- Indicate what colors you want.
- Include your suggested URL.
- Tell them where you have saved all the images.
- Let them know if you have a timeframe or deadline.

DDS will request a test site from LITS and then set up the digital exhibition for you.

- Once that's done, they'll ask you to review it.
- The test site should be reviewed by SCRC managers.
- Submit any changes to DDS.
- DDS will ask for another review as the digital exhibition goes into production. It's a good idea to have someone else look it over.

## **Launch of Digital Exhibition**

Write text for the press release.

- You may want to include an image with caption to go with it.
- This draft should be reviewed by the SCRC managers.
- To avoid delays and save your sanity, get a finalized draft done while the digital exhibition is still in test.
- Once the site is live, send the press release to the communications director.

As the digital exhibition goes live:

- Be sure to have LITS add this digital exhibition to SCRC's page of Online Exhibitions: <https://library.syr.edu/scrc/programs/exhibitions/online.php>
- If this digital exhibition is expected to replace a pre-existing site, submit a request to LITS.

## **Appendix A: Digital Exhibition Text Template**

### **Introduction**

[text]

### **About the Curator**

[text]

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### **Chapter: [Title of Chapter]**

[text]

### **Sub-chapter: [Title of Sub-chapter]**

[text]

Repeat chapter/sub-chapter text as needed.

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### **Acknowledgements** [revise as needed]

### **Exhibition Curator**

### **Exhibit Preparation and Conservation**

### **Graphic Design**

### **Digital Imaging**

### **Web Design and Development**

### **Publicity**

### **Special Thanks**

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### **Cite This Exhibition**

Preferred citation for this exhibition is: