

## Schedule for Student Research at YUL Exhibit Project

**2020**

| Date   | Task   |
|--|--|
| <b>Week of Dec. 2<sup>nd</sup>, 2019</b>                 | <ul style="list-style-type: none"> <li>• Send heads up email to YuLib &amp; Subject Specialists about exhibit opportunity to be announced first week of February</li> </ul>  |
| <b>Week of Feb. 3<sup>rd</sup>, 2020</b>                 | <ul style="list-style-type: none"> <li>• Call for nominations</li> </ul>   |
| <b>Monday, Feb. 17<sup>th</sup>, 2020</b>                | <ul style="list-style-type: none"> <li>• Nominations due via the SML Exhibits Committee Web site</li> </ul>  |
| <b>Feb. 18<sup>th</sup>-20<sup>th</sup>, 2020</b>        | <ul style="list-style-type: none"> <li>• SML exhibit committee members review submissions</li> </ul>   |
| <b>Thursday, Feb. 20<sup>th</sup>, 2020</b>              | <ul style="list-style-type: none"> <li>• SML exhibit committee members email Kerri top two choices with evaluation documenting decision</li> </ul>   |
| <b>Week of Feb. 24<sup>th</sup>, 2020</b>                | <ul style="list-style-type: none"> <li>• Kerri notifies all library staff/faculty of student finalists &amp; schedules kick-off meeting</li> </ul>   |
| <b>Week of March 2<sup>nd</sup>, 2020</b>                | <ul style="list-style-type: none"> <li>• Kick off meeting with Exhibits Production Manager (Kerri Sancomb), Exhibits Technician (Sarah Davis), Students and Exhibit Advisors</li> <li>• Group will review roles and responsibilities, deadlines, and production documents.</li> </ul>  |
| <b>March 2<sup>nd</sup> – April 5<sup>th</sup>, 2020</b> | <ul style="list-style-type: none"> <li>• Research and exhibit text writing</li> </ul>  |
| <b>Monday, March 30<sup>th</sup>, 2020</b>               | <ul style="list-style-type: none"> <li>• Case outline complete</li> </ul>  |
| <b>Week of March 30<sup>th</sup>, 2020</b>               | <ul style="list-style-type: none"> <li>• Case layout review with Exhibits Production Manager (Kerri Sancomb), Exhibits Technician (Sarah Davis), Students and Exhibit Advisors</li> <li>• Student must bring print-outs of object images to be used in exhibit. Images can be low-res: downloaded from the digital library or reference photos taken by student curator. If assistance is needed with printing, contact Exhibits Unit at least 2 days in advance.</li> </ul> |
| <b>Monday, April 6<sup>th</sup>, 2020</b>                | <ul style="list-style-type: none"> <li>• Place photo requests for all selected items</li> <li>• Final image selection is complete</li> <li>• Student is responsible for:               <ul style="list-style-type: none"> <li>- Placing photo requests following the standard procedures for each library dept.</li> <li>- Receiving final image files</li> <li>- Labeling final image files with case and item number</li> </ul> </li> </ul>                                |
| <b>Monday, April 13<sup>th</sup>, 2020</b>               | <ul style="list-style-type: none"> <li>• Draft text due to exhibit advisor</li> </ul>  |
| <b>Friday, April 17<sup>th</sup>, 2020</b>               | <ul style="list-style-type: none"> <li>• Feedback due to student</li> </ul>  |
| <b>Monday, April 20<sup>th</sup>, 2020</b>               | <ul style="list-style-type: none"> <li>• Final text due to Copy Editor</li> </ul>  |
| <b>Friday, May 1<sup>st</sup>, 2020</b>                  | <ul style="list-style-type: none"> <li>• Feedback to student and advisor</li> </ul>  |

|   |  |
|---|--|
|   |  |
| <b>Monday, May 4<sup>th</sup>, 2020</b>                                       | <ul style="list-style-type: none"> <li>• Final revised text due to copy editor</li> </ul>  |
| <b>Wednesday, May 6<sup>th</sup>, 2020</b>                                    | <ul style="list-style-type: none"> <li>• Final text due to designer for formatting</li> <li>Image for intro text panel due to designer</li> </ul>  |
| <b>Wednesday, May 20<sup>th</sup>, 2020</b>                                   | <ul style="list-style-type: none"> <li>• Formatted design drafts to student, copy editor &amp; Exhibits Unit for review</li> </ul>   |
| <b>Wednesday, May 27<sup>th</sup>, 2020</b>                                   | <ul style="list-style-type: none"> <li>• Feedback to designer</li> </ul>   |
| <b>Wednesday, May 27<sup>th</sup>, 2020</b>                                   | <ul style="list-style-type: none"> <li>• Final image files uploaded to project Box folder</li> <li>• Final image files should be labeled with case and item numbers and uploaded to project Box folder.</li> </ul> |
| <b>Immediately following upload of image files</b>                            | <ul style="list-style-type: none"> <li>• Exhibits Unit places printing order with YPPS</li> </ul>  |
| <b>Monday, June 1<sup>st</sup>, 2020</b>                                      | <ul style="list-style-type: none"> <li>• Final formatted files from designer to student, Exhibits Unit and Copy Editor for review</li> </ul>   |
| <b>Friday, June 5<sup>th</sup>??, 2020</b>                                    | <ul style="list-style-type: none"> <li>• Final OK to Designer from above</li> </ul>  |
| <b>June TBD by MM</b>   | <ul style="list-style-type: none"> <li>• Final banners delivered to 344</li> </ul>   |
| <b>Mid-September</b>  | <ul style="list-style-type: none"> <li>• Optional open house/show and tell of collections materials shown as facsimile in the exhibit</li> <li>Student curators host and give talk</li> </ul>                      |
| <b>Weeks of Sept. 21<sup>st</sup> &amp; 28<sup>th</sup>, 2020 (if needed)</b> | <ul style="list-style-type: none"> <li>• Exhibits Unit mounts labels and printed facsimiles</li> </ul>   |
| <b>Week of October 5<sup>th</sup>, 2020</b>                                   | <ul style="list-style-type: none"> <li>• Exhibit installed</li> </ul>  |
| <b>October 12<sup>th</sup>, 2020 (tentative)</b>                              | <ul style="list-style-type: none"> <li>• Exhibit opening</li> </ul>  |
| <b>Important dates:</b>   |  |
| <b>October 20<sup>th</sup> – 25<sup>th</sup>, 2020</b>                        | October Recess   |
| <b>November 20<sup>th</sup> – 29<sup>th</sup>, 2020</b>                       | November Recess  |
| <b>December 23<sup>rd</sup> – January 18<sup>th</sup>, 2021</b>               | Winter Break   |
| <b>January 19<sup>th</sup>, 2021</b>  | Spring Classes begin   |
| <b>May 1<sup>st</sup> – 6<sup>th</sup>, 2021</b>                              | Spring Exams   |
| <b>May 24<sup>th</sup>, 2021</b>  | Commencement   |