

Schedule for Web Exhibit Project 2021

Date	Task
Week of February 8 th	<ul style="list-style-type: none"> • Call for proposals <ul style="list-style-type: none"> ○ IG posts week of Feb 8th, February 23rd, March 2nd ○ Kelly email to Deans & DUS's ○ Emily email to Sophomores/Juniors ○ Yulibl all staff email •
March 8 th	<ul style="list-style-type: none"> • Proposals due via the SML Exhibits Committee Web site
March 9 th & 10 th	<ul style="list-style-type: none"> • SML exhibit committee members review submissions
March 12 th	<ul style="list-style-type: none"> • SML exhibit committee members email committee chair top candidates
March 17 th	<ul style="list-style-type: none"> • Kerri notifies all student/advisor & library staff of student finalist & schedules kick-off meeting
Week of March 22 nd	<ul style="list-style-type: none"> • Kick off meeting with Exhibits Production Manager (Kerri Sancomb), Exhibits Technician (Sarah Davis), Student and Advisor • Group will review roles and responsibilities, deadlines, and production documents.
March 22 nd – April 19 th (4 weeks)	<ul style="list-style-type: none"> • Research and exhibit text writing
Friday, April 2 nd	<ul style="list-style-type: none"> • Case outline document complete document • Snaps shots or digital images files from DL of selected objects uploaded to box folder
Monday, April 5 th	<ul style="list-style-type: none"> • Case layout review via Zoom with Exhibits Production Manager (Kerri Sancomb), Exhibits Technician (Sarah Davis), Student and Advisor
Immediately following case layout review requests to be submitted by April 30 th	<ul style="list-style-type: none"> • Place photo requests for all selected items <ul style="list-style-type: none"> - If using Special Collections materials follow guidelines for flagging materials for digitization - If using circulating materials request materials and deliver to exhibit unit staff for digitization - Final image files links should be emailed to Exhibit Tech
April 19 th	<ul style="list-style-type: none"> • Draft text due to advisor
April 22 nd	<ul style="list-style-type: none"> • Feedback due to student
April 28 th	<ul style="list-style-type: none"> • Final text due to Copy Editor
May 7 th	<ul style="list-style-type: none"> • Feedback to student and advisor
May 12 th	<ul style="list-style-type: none"> • Final revised text due to copy editor
May 14 th	<ul style="list-style-type: none"> • Student's submission of final text to Exhibits Unit for Web site production

TBD based on submission of orders	<ul style="list-style-type: none"> • Final image files uploaded to project Box folder • Final image files should be labeled with case and item numbers and uploaded to project Box folder.
Sumer 2021	<ul style="list-style-type: none"> • Exhibits technicians build Web exhibit in Library's instance of Omeka using layout documents as a blueprint
Fall 2021 TBD	Schedule to be set once 2021/22 academic calendar is available
Early fall tentative/TBD	<ul style="list-style-type: none"> • Optional open house/show and tell of collections materials used in Web exhibit - Student curator lead and give talk.
September 2021	<ul style="list-style-type: none"> • Web exhibit - Draft completed for curator and advisors to review (Exhibit Tech to curator & advisor)
September 2021	<ul style="list-style-type: none"> • Web exhibit - First round of feedback to technician (Kathryn to MC)
September 2021	<ul style="list-style-type: none"> • Web exhibit - First round of revisions completed for curator review (MC to Kathryn)
September 2021	<ul style="list-style-type: none"> • Web exhibit - Final feedback to technician (Kathryn to MC)
October 2021	<ul style="list-style-type: none"> • Web exhibit - completed for final curator review (MC to Kathryn)
October 2021	<ul style="list-style-type: none"> • Web exhibit - approved by curator (Kathryn to MC)
October 2021	<ul style="list-style-type: none"> • Web exhibit - finished and link ready for publicity
Fall TBD	<ul style="list-style-type: none"> • Web exhibit launch/reception/open house