Schedule for Student Research at YUL Exhibit

2019

Date	Tasks
February 8th	Call for Proposals
February 22nd	Proposals due via the SML Exhibits Committee Web site
February 25th - 27th	SML exhibit committee members review proposals
End of day February 27th	SML exhibit committee members email Kerri top four choices with evaluation documenting decision
March 1st	Kerri notifies all selected students and their advisors
Week of March 4th	Kick off meeting with Exhibits Production Manager (Kerri Sancomb), Exhibits Technician (Sarah Davis), Students and Exhibit Advisors • Group will review roles and responsibilities, deadlines, and production documents.
March 4th – April 19th	Research and exhibit text writing
Week of March 25th	Preliminary case layout review with Exhibits Production Manager (Kerri Sancomb), Exhibits Technician (Sarah Davis), Students and Exhibit Advisors • 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.

April 1st	Place photo requests for all selected items
	• Final image selection is complete
	• Student is responsible for:
	  - Placing photo requests following the standard procedures for each library dept.
	  - Receiving final image files
	  - Labeling final image files with case and item number

April 15th	Draft text due to exhibit advisor and copyeditor • Follow guidelines in Exhibit Content Requirements document
April 22nd	Draft text feedback to students
April 29th	Final text due to copy editor
April 29th	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.

Immediately following upload of image files	Exhibits Unit places printing order with YPPS
One week following placement of print order	Exhibits Unit mounts labels and printed facsimiles
May 6th	Final text due to designer Image for intro text panel due to designer
May 20th	Draft formatted text from designer for review to copy editor & Exhibits Unit
May 27th	Feedback to designer
June 3rd	Final formatted text from designer to Exhibits Unit
June TBD by MM	Final banners delivered to 344
Mid-September	Optional open house/show and tell of collections materials shown as facsimile in the exhibit Student curators host and give talk
Week of October 7th	Exhibit installed
October 14th (tentative)	Exhibit opening
Important dates:	
March 8th – March 24th	Spring Recess
April 26th	Classes End
May 2nd – May 8th	Final Exams
May 20th	Commencement