

Library Displays and Archival Standards

Any Rod Library materials used in Library exhibits must be displayed in a manner consistent with established archival preservation standards. If any materials are displayed in a manner that the Public Relations Committee thinks is potentially damaging, or that sends an inappropriate message about proper display practices, it may request that materials be redisplayed or removed from the exhibit. In some instances, it may be preferable to include a facsimile or copy of a page from a book, photograph, etc, in an exhibit to avoid possible damage to the original item. Be aware that variations in temperature and humidity in Library display cases, and prolonged exposure to light, may damage some items.

No rubber bands, paper clips, post-it notes, or any kind of sticky tape may be used on Library materials. Books should lie flat or be placed on cradles or stands to prevent damage to the pages or spine.

No exhibit labels should be placed directly on Library materials.

No items should be placed in the display case in a way that results in their making direct contact with the floor, walls, or glass doors of the case.

No nails, glue, masking tape, or scotch tape may be used in the display cases.

No perishable items may be used in the display cases.

No food or drink may be placed in the display cases. Any food or drink containers used in an exhibit must be free of any residue and thoroughly dried.

No extra light, or lighting devices, can be used in the display cases.

References

“Environmental Conditions for Exhibiting Library and Archival Materials,” ANSI/NISO Z39.79-2001. <http://www.niso.org/standards/resources/Z39-79-2001.pdf>

National Preservation Office, The British Library. “Guidance for Exhibiting Archive and Library Materials.” 2000. <http://www.bl.uk/services/npo/pdf/exhibition.pdf>

