



## 100th Anniversary Exhibit Hosting and Display Guidelines



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### Overview

This traveling exhibit commemorates the State Library of Louisiana's centennial anniversary through five, freestanding pop-up banners that tell the story of the State Library and the public library system in Louisiana. These guidelines will help ensure the exhibit is displayed effectively and remains in excellent condition for all host libraries.

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### Application and Scheduling

#### Booking Process

- Contact the State Library at [exhibits@library.la.gov](mailto:exhibits@library.la.gov) to request a display appearance at one of your library branch locations.
- To help determine available date ranges, please refer to the online appearance schedule at <https://library.la.gov/about-us/history-of-the-state-library/centennial-anniversary-exhibit>
- Hosting requests will be accepted on a first-come, first-served basis
- Provide preferred display dates (minimum 2-week display period)
- Include an alternate date range in case of scheduling conflicts
- Please note that exhibit appearances are limited to one location per library system to ensure equal opportunities for library participation across the state.
- Designate a staff contact responsible for managing the exhibit and provide their information to the State Library.

#### Scheduling Considerations

- Standard display period: 2-4 weeks
- Allow 3-5 business days for transport or shipping between locations

- Plan around your library's programming calendar to maximize visitor exposure
  - Consider coordinating with related programming or events
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## **Space and Display Requirements**

### **Physical Space Needs**

- Minimum 15 linear feet of unobstructed floor space
- 8-foot ceiling clearance minimum
- Banners should be arranged in chronological order for correct flow
- Adequate lighting for readability

### **Ideal Display Locations**

- Main reading room or lobby area
- Dedicated community or exhibit space
- Near circulation desk for visibility and monitoring
- Away from direct sunlight, heating/cooling vents

### **Accessibility Requirements**

- Maintain ADA-compliant pathways (minimum 36 inches clear)
  - Ensure banners do not obstruct emergency exits or safety equipment
  - Position at appropriate viewing height and distance
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## **Setup and Installation**

### **Receiving the Exhibit**

- Designate a staff contact to receive and inspect shipment
- Complete arrival confirmation/condition form online at <https://forms.cloud.microsoft/r/ESiaSZUiwU>
- Take photos of any damage and report immediately to State Library

## Unpacking

- Banners will arrive in a wheeled shipping case with setup instructions. Please note that the latches on the case fit very tightly and may need additional force to open and close.
- Each banner is in its own zipper bag and consists of two components: the base stand with retractable banner, and a pole mechanism.

## Assembly Instructions

- Each banner requires approximately 3 feet of floor space
- Banners are retractable and self-contained in base stands
- Pull banner up gently and secure with pole mechanism. The tab at the end of the pole fits into the slot at the top of the extended banner. DO NOT OVEREXTEND, as the banner will separate from its base stand and be unusable.
- Ensure stands are stable and positioned on level flooring
- Do not force any mechanisms; contact State Library if issues arise
- Setup demonstration video: <https://www.youtube.com/watch?v=Tp1c92xrIZg>

## Setup Checklist

- Verify all five banners are present and arranged left to right in chronological order
- Check that no tears, stains, or damage are present
- Ensure banners are fully extended
- Test the stability of each stand

Twenty (20) centennial anniversary booklets for visitors will also be provided to accompany the exhibit. These may be shipped to you and arrive separately from the exhibit banners.

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## Care and Handling

### Daily Maintenance

- Visually inspect banners regularly for damage or tampering
- Dust with soft, dry cloth as needed
- Do not use cleaning solutions on banner surfaces
- Keep food and beverages at least 5 feet away from exhibit

- Do not write on, mark, or attach anything to banners
- Do not attempt repairs yourself
- Do not retract and re-extend banners unnecessarily
- Avoid moving banners once set up without retracting them first

### **Security Measures**

- Position banners within staff line of sight when possible
- During closed library hours, ensure exhibit area is secure
- If your library has security cameras, position banners within view
- Report any incidents, damage, or vandalism immediately

### **Environmental Conditions**

- Avoid direct sunlight exposure
- Keep away from water sources and potential leaks

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## **Repacking, Transport/Shipping**

Participating libraries will be responsible for repacking and coordinating the transport of the exhibit to its next library location, in accordance with the exhibit appearance schedule available online at <https://library.la.gov/about-us/history-of-the-state-library/centennial-anniversary-exhibit>.

In instances where pickup/delivery of the exhibit between participating library systems is not feasible, State Library staff will coordinate the transport or provide a pre-paid UPS shipping label.

### **Packing for Return**

- Retract each banner carefully into its stand
- Return each banner to its zippered bag and all banners to shipping case in original configuration
- Include all components: banners, poles, instructions, any unused promotional materials
- Seal case securely and attach shipping label if provided
- Complete post-exhibit feedback report form online at <https://forms.cloud.microsoft/r/JeuaBxhA69>

## **Transportation/Shipping Responsibilities**

- Host library arranges pickup or drop-off to next host library, or returns exhibit to State Library if directed
  - Please notify the State Library when the exhibit has been delivered to the next host library
  - Should the transportation of exhibit to the next host library not be feasible, please contact the State Library for coordination assistance or shipping information
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## **Programming and Promotion**

### **Take-Home Materials**

- Twenty (20) centennial anniversary booklets for visitors provided to each participating library location. These may be shipped to the host library and arrive separately from the exhibit banners.

### **Promotional Support**

- State Library will provide digital graphics for social media and websites
- Press release template available upon request
- Tag state library in social media posts

### **Suggested Programming Ideas**

- Library history storytelling events
  - Vintage photograph sharing sessions
  - Local history research workshops
  - Student field trips and educational tours
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## **Reporting and Documentation**

### **Please provide:**

- Arrival confirmation/condition form completion (online form at <https://forms.cloud.microsoft/r/ESiaSZUiwU>)
- Estimated visitor count during display period
- Photos of exhibit in your space (2-3 images)

- Brief description of any related programming or events
- Post-exhibit feedback form completion (online form at <https://forms.cloud.microsoft/r/JeuaBxhA69>)

### **Optional Documentation**

- Social media metrics (impressions, engagement)
- Visitor comments or testimonials
- Local media coverage (links or clippings)
- Partnership or collaboration details

Please submit completed reports within one week of exhibit departure.

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## **Incidents, Damage**

### **In Case of Damage**

- Document damage with photographs
- Contact State Library immediately
- Do not attempt repairs
- Please note that a \$125 replacement fee per banner will be charged to the participating library for damage incurred during the display period.

### **Emergency Situations**

- In case of fire alarm or evacuation, leave exhibit in place
- If water leak occurs, move banners to a safe place or cover with plastic sheeting if safe to do so
- After emergency, assess damage and notify State Library

### **Reporting**

- Please report any incidents within 24 hours
  - Include photos and incident details
  - State Library will provide guidance on next steps
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## Contact Information

### State Library

Amanda Strong | 225-342-4931 | [astrong@library.la.gov](mailto:astrong@library.la.gov)

### Mailing Address

State Library of Louisiana

701 N. 4<sup>th</sup> Street

Baton Rouge, LA 70802

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## Host Library Responsibilities Summary

By hosting this exhibit, your library agrees to:

- Provide appropriate display space meeting specified requirements
  - Set up and maintain the exhibit according to these guidelines
  - Monitor the exhibit daily for security and condition
  - Pack and ship the exhibit to the next location on schedule
  - Submit required reports and documentation
  - Report any damage or incidents immediately
  - Cover no costs unless damage occurs while display is in host library's care
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Thank you for helping us celebrate 100 years of service to the citizens of Louisiana. This traveling exhibit honors not only the State Library's history but the vital role that all libraries play in education, information access, and community building. Your participation ensures that library supporters across Louisiana can share in this milestone celebration.



701 N. 4<sup>th</sup> St., Baton Rouge, LA 70802 | 225-342-4913 | <https://library.la.gov>