

OUR ENDANGERED HERITAGE EXHIBITION

A Project of the Oklahoma Cultural Heritage Trust

General Guidelines for Discussion by the Exhibition Committee



Sample Banner Stand from the Indiana C2C project

PURPOSE: The *Our Endangered Heritage Exhibition* is a part of a multi-project, statewide program funded by the Institute of Museum and Library Services. The exhibit will be launched on April 30 at the Preservation Road Show Event, will then travel to the Oklahoma State Capitol for May Day (May 1), and then will tour the state from May 2013-May 2014. An added attraction to the exhibit will be an opportunity for organizations to promote their most endangered artifact as a part of the “Oklahoma’s 10 Most Endangered Artifacts” project. While providing a public service, the exhibit is designed to also call attention to the needs of Oklahoma’s collecting institutions and encourage contributions for collections care.

FORMAT: The traveling exhibit consists of 12 one-sided, 2-foot wide x 6.5 feet high freestanding banner-stand pieces that may be configured in multiple ways. The exhibit can be arranged to fit different floor configurations. It requires at least 100 square feet of floor space.

ELIGIBLE ORGANIZATIONS: On a scheduled basis, the exhibit is available to local historical societies, museums, schools, libraries, nonprofit organizations and government agencies in Oklahoma. Organizations may sponsor exhibitions at another site in the community, if that is more feasible for producing public events.

RESPONSIBILITIES OF EXHIBITING ORGANIZATIONS: Sponsors must commit to setting up and taking down the exhibit. At the end of the six-day loan period, the exhibiting organization is responsible for delivering the exhibit to the next location on the tour. The statewide tour will be organized to allow for the least amount of travel between locations. Exhibiting organizations need to provide storage for the shipping containers while the exhibit is on site.

BENEFITS TO SPONSORING ORGANIZATIONS: This exhibit enables organizations to engage the public in a discussion about the need to properly care for collections, both personal and institutional. To help engage the public, the *Our Endangered Heritage Exhibition* includes:

- Inclusion in a statewide media campaign calling attention to “Our Endangered Heritage.”
- Public relations support in the form of press kits, posters, and brochures
- Suggestions for public programming, as well as pre-package programming
- Educational enrichment materials that may be downloaded from www.culturalheritagetrust.org

LOAN PERIOD: For the duration of the project period (2013-2014), the exhibit will be available to sponsoring organizations for six days. The seventh day, the sponsoring organization must transport the exhibit to the next location. Commencing on May 13, the exhibit will tour the state. Each

SECURITY LEVELS: No insurance or security is required for this exhibit.

PROGRAMMING: Materials will be available at www.culturalheritagetrust.org that organizations may download and distribute to participants. A short video will be available to support programming.

BANNERSTAND SPECIFICATIONS: The banners are mounted on collapsible stands that can be carried in bags or cases. Each banner stand must be numbered according to its intended placement in the exhibit. Heavy gauge banner material that can stand up to heavy use is required. The graphic dimensions of the banners must be 23.5" w x 77.5" h. Banner stands are black.

Preferred content follows along with the book "Caring for Your Family Treasures." It will consist of 12 stands:

1. Our Endangered Heritage (link personal and institutional treasures)
2. An Ounce of Prevention (causes of deterioration)
3. Safekeeping
4. Paper Treasures
5. Scrapbooks & Albums
6. Photographs, Movies, and Videos
7. Fabrics
8. Ceramics and Glass
9. Metals
10. Organic Materials
11. Needs of Oklahoma's cultural heritage institutions
12. Call to Action

REQUIRED CONTENT: The exhibit banners must include granting organization credit lines, logos and information as provided by OCHT. The graphics, colors, and use of logos on the banners must be submitted and approved by OCHT before production begins.

ENDANGERED ITEM EXHIBIT CASE: To support the "10 Most Endangered Artifacts" project, an exhibit table with a clear display cover will accompany the traveling exhibit. Sponsoring institutions may display 3-dimensional objects in the case. If an item is too large to fit in the case, it is suggested that a high-quality digital image of the item be used. Signage can encourage the public to vote for the endangered item and/or contribute to its care. **SPECIFICATIONS:** The collapsible table should be rectangular and not to exceed 24" by 48". Two separate 3/16" minimum acrylic vitrines with coordinating bases to accommodate differently sized objects. One vitrine must measure 16"h x 24"w x 18"d and the other vitrine must measure 20"h x 16"w x 16"d. Only one vitrine and base will be attached to the table at a time. The coordinating bases must have a maximum height of 1". The bases must be constructed to fit on the collapsible table and must be able to be secured in place. The vitrines must fit firmly over the bases and must have a locking mechanism. The materials used in the fabrication of the bases must be composed of Medex MDF board with three coats of Fabulon sealer and a water-based lacquer paint or laminate adhered with a water-based adhesive. The exhibit stand, bases and vitrines must be transportable and easily assembled.

COPYRIGHT: The committee is responsible for obtaining any permissions for images and information used in the exhibit. OCHT will not pay for permissions to use images and/or information. The committee is responsible for ensuring that credit lines are included when necessary. Content must be submitted to OCHT project directors for approval.

PROJECT SCHEDULE:

December	Conceptualize content, public programming, handouts
January	Design banners Announce tour availability to potential host sites, start gathering booking information.
February	Test banner design with OCHT group, revise as necessary Develop support materials
March	Identify fabricator for banner stands Arrange tour sites and distribute agreements Marketing committee to develop media kits, posters, and support materials
April 30	Launch at Road Show event
May 1	Feature at May Day event, leave at capitol through May 5
May 6	Exhibit commences touring the state in one-week intervals

COMMITTEE MEMBERS (As of 12/7/2012)

Chair: Nancy Lowe-Clark, Consultant, ITIN Museum Services

Erin Brown, Curator of Collections, Oklahoma Territorial Museum

Zack Burkhalter, Assistant Curator, Science Museum Oklahoma

Susan Feller, Development Officer, Oklahoma Department of Libraries

Brenda Granger, Executive Director, Oklahoma Museums Association

Stacy O'Daniel, Administrative and Program Associate, Oklahoma Museums Association

Sherri Vance, Archivist, OKC Zoo ZooZeum

Chad Williams, Deputy Director, Research Division, Oklahoma Historical Society