



LIBRARY EXHIBITS PRINTING GUIDELINES

The Basics of How to Prepare Signs
& Labels for Library Exhibitions
August 2017

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Library Exhibitions Committee

Charge

The Library Exhibitions Committee supports exhibits that highlight the University Library's rich and vast collections, and especially encourages exhibits that look beyond the walls of the Library and attempt to incorporate nationally or locally recognized themes and events, campus programs, or emerging research. The Committee maintains a wide variety of preservation-friendly supplies and offers modest funding assistance to exhibitors throughout the University Library system. The committee also manages exhibitions held in the designated Main Library display cases.

Members & Roles:

- Anna Trammell – Chair
- Cara Bertram – Promotion & Website
- Miriam Centeno – Fundraising
- Quinn Ferris – Preservation & Supplies Management
- Leslie Lundquist – Facilities & Schedule Coordination
- Pat Miller – Graduate Student Exhibition Management



Supply and Funding Support for Exhibitors

Exhibit Supplies and Funding

The Library Exhibitions Committee stocks an assortment of exhibit supplies for use in the Marshall Gallery and North-South Corridor. Depending on the venue, the Committee also offers **up to \$300 per exhibit for additional supplies and printing**. Libraries may also request funding for supplies and printing costs associated with exhibits in their spaces.

Exhibit Venue and Level of Support **

- NS Corridor- \$300 per exhibit
- Marshall Gallery- \$100 per exhibit
- Portable Banners- \$100 per exhibit

**** Units will need to cost share for costs beyond the amounts listed above.**

In order to streamline the design, printing and installation process, the Exhibitions Committee has prepared this Library Exhibits Printing Guideline to help exhibitors through the printing options and through the process of submissions to the Committee.

For further questions, please contact the Library Exhibitions Committee at excom@library.illinois.edu.

Document Services 2017 printing price list

Foam board- 1 sq ft

- Color \$4.60
- B&W \$1.60

House Paper (Poly) - 1 sq ft

- Color \$4.85
- B&W \$1.85

Bannerstand material- 1 sq ft

- Color \$5.35
- B&W \$2.35

Velcro—

- approx. 4-6” strip \$.85 each



Printing Layout

Printing Templates:

We recommend that exhibitors design their printing layouts using the templates found in the Exhibitions website:

<http://publish.illinois.edu/exhibitcomm/exhibits-printing-template/>

Posters for North South Corridor printed on poly paper

- 49" x 28"

Small Signs printed on foam board

- 8.5" x 11"

Panels printed on foam board

- 16" x 25"

Labels printed on foam board

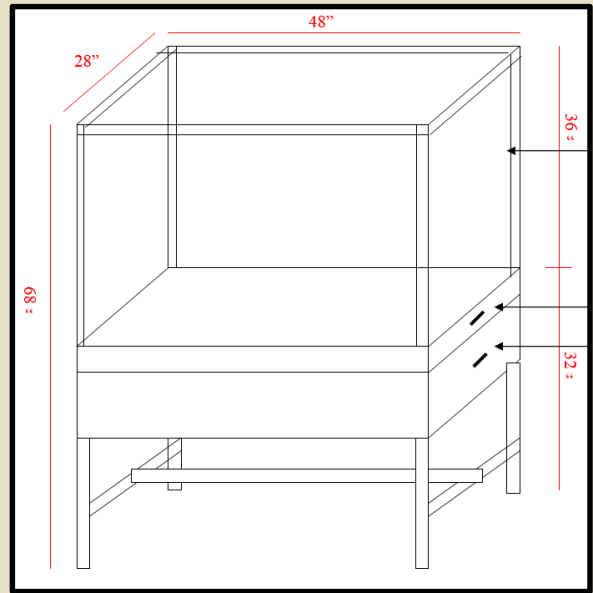
- 4" x 6"

Banners printed on fabric

- 20" x 60"

Marshall Gallery Printing

- 2 Display Cases
 - Portrait Orientation
 - **Max \$100 funding per exhibit****
- ** Units will need to cost share for costs beyond this amount.**



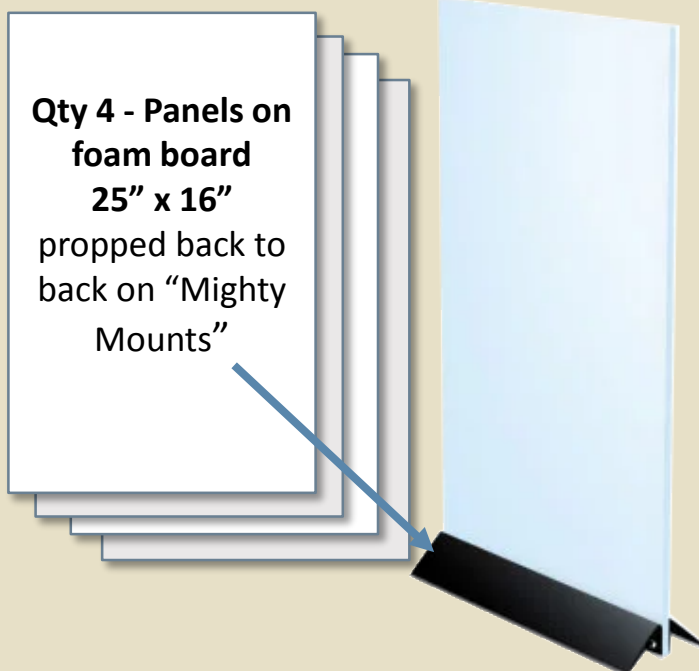
Options for printing panels, small signs & labels directly on foam board:

Cost Example – (color panel)

- Qty 4 – Panels (25" x 16") - \$4.60 x 11.1sq. ft. = \$51.06
- Qty 4 - Small Signs (11" x 8.5") - \$4.60 x 2.6 sq ft. = \$11.96
- Qty 8 – Labels (4" x 6") – \$4.60 x 1.33 sq. ft. = \$6.12

Total Cost for venue = \$69.38**

Qty 4 - Signs small 11" x 8.5" on foam boards



Qty 8 – Labels 4" x 6" on foam boards

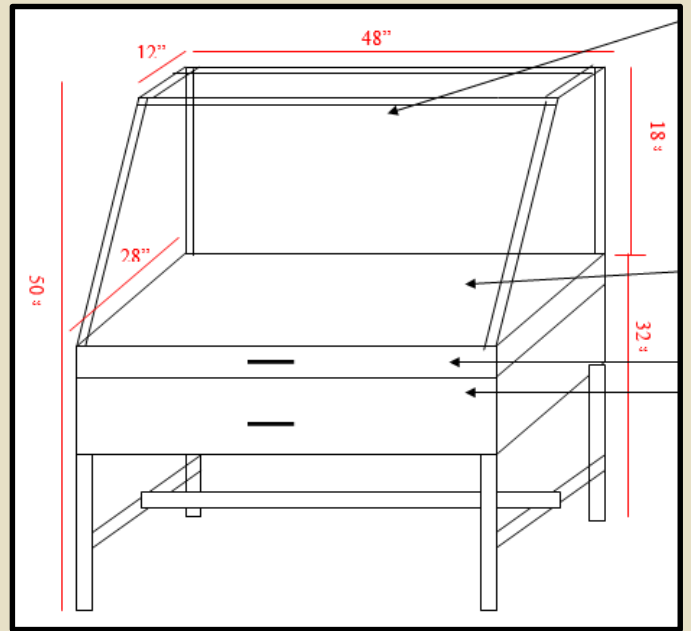


North South Gallery Printing

- 6 Display Cases
- 4 Bulletin Boards
- Landscape Orientation

Max \$300 funding per exhibit**

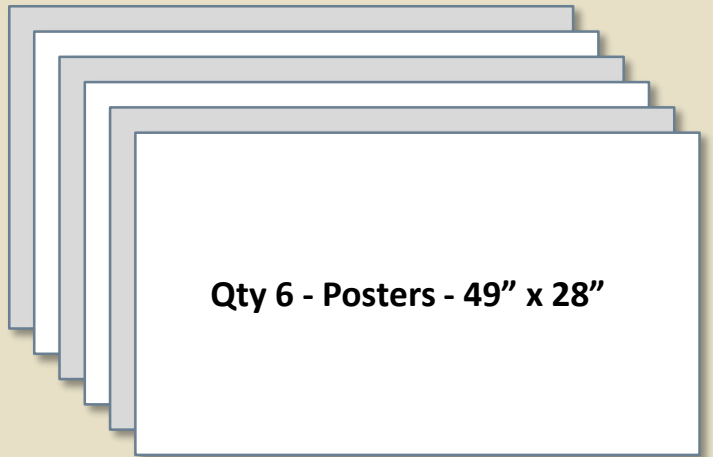
** Units will need to cost share for costs beyond this amount.



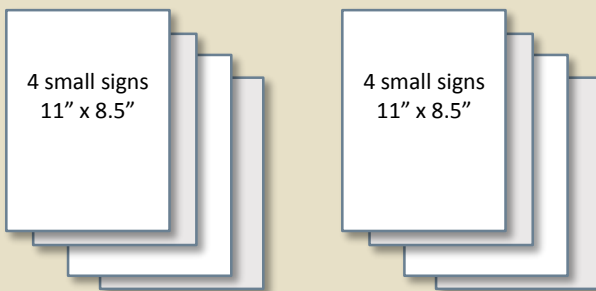
Options for printing panels, small signs & labels directly on foam board:

Cost Example – (color panel)

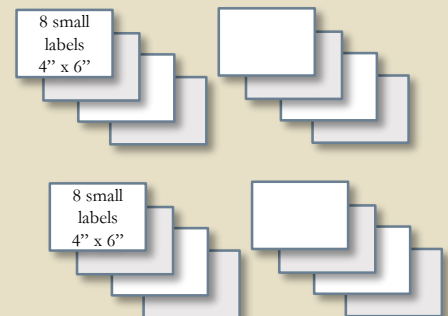
- Qty 6 – Posters (49" x 28") -
\$4.85 x 9.39sq. ft. =\$273.30
 - Qty 8 - Small Signs (11" x 8.5") –
\$4.60 x 5.2 sq. ft. = \$23.92
 - Qty 12 – Labels (4" x 6") –
\$4.60 x 2 sq. ft. = \$9.20
- Total Cost for venue = \$306.42****



Qty 8 – Small Signs 11" x 8.5"

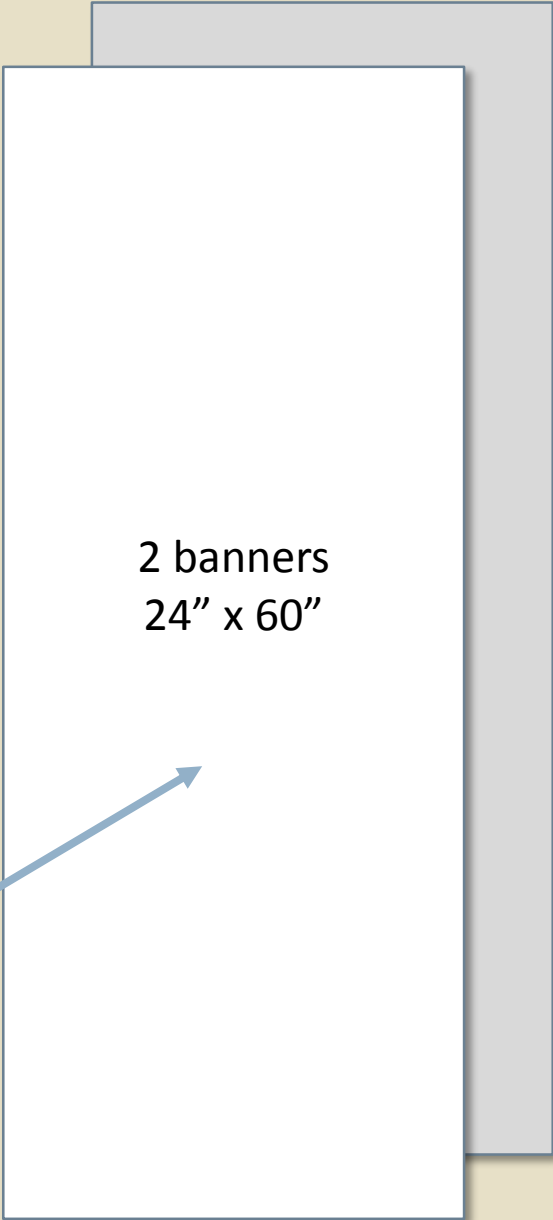


Qty 12 – Labels - 4" x 6"



Portable Standing Banners Printing

- 2 banners
- Blue Hoop & Lop Velcro Receptive background
- Portrait Orientation
- **Max \$100 funding per exhibit****
**** Units will need to cost share for costs beyond this amount.**



2 banners
24" x 60"



Options for printing banners to be attached by Velcro strips to Hook & Loop banner stands:

Cost Example –

Color banner \$5.35 x 6 sq. ft. = \$32.10
+ 10 Velcro strips - .85 x 10 = \$8.50

Total Cost per banner = \$40.10**

Exhibit Design

Content

- Who is the audience? What do you want them to know?
- Identify the object in the label
- Avoid colloquialisms, technical language or acronyms.
- Keep sentences short, ideally 15-25 words.
- Use the active voice.
- Keep the whole label short.

Font & Type Size

- Ideal font size depends on distance between the reader and the label
 - Under 3 feet: minimum 20pt
 - 3-6 feet: 48pt or larger
- Suggested fonts:
 - Times Roman or New Century Schoolbook (serif)
 - Helvetica, Univers or Futura (sans serif)
- Do **NOT** use:
 - Condensed, extended, or very thin type
 - Script fonts or italics
 - All caps

Text Design

- Label background should be solid and provide high contrast with the text
- Limit each line of text to 55 characters long
- Justify left margin and keep a ragged right margin
- Spacing between lines should be at least 20 percent greater than the font size used (example: 20pt font, 24pt spacing). **To adjust spacing in Microsoft Word:**
 1. Select the paragraphs for which you want to change the line spacing.
 2. On the Home tab, in the Paragraph group, click Line Spacing.
 3. Adjust the line spacing to at least 20 percent greater than the font size.

Exhibition Labels 3 x 5 inches – quantity 50 per sheet

Ink and Colour on Paper: Enough is All 水墨畫-足矣 <small>Scroll 10 x 68 inches 掛軸 10 x 68 英寸</small>	Ink and Colour on Paper: Lotus and Bamboo Abode <small>11x 66 1/2 scrolls 10 x 68 inches 小屏風每片 10 x 68 英寸</small>
Ink and Colour on Paper: Water Lilies 水墨設色睡蓮 <small>Scroll 10 x 68 inches 掛軸 10 x 68 英寸</small>	Ink Painting: Pine, Bamboo and Plum 水墨畫松竹梅 <small>Scroll 10 x 68 inches 掛軸 10 x 68 英寸</small>
Imitating: Couplets by Lu Wu 對聯臨狀元公「梧桐夜月琴樽閣，楊柳春風書畫齋」 <small>Scroll couplet 12 x 68 inches 掛軸 2 聯 12 x 68 英寸</small>	Imitating the Text of Orchid Pavilion 臨蘭亭 <small>Five small scrolls 8.5 x 68 inches 條屏每幅 5 幅 8.5 x 68 英寸</small>
Cursive Script: Mountain Rocks by Han Yu 草書：山石（韓愈） <small>Four scrolls 17 x 77 inches 條屏每幅 4 幅 17 x 77 英寸</small>	Ink Painting: Deep in White Clouds 水墨畫白雲深處 <small>Scroll 10 x 68 inches 掛軸 10 x 68 英寸</small>

Example of Label Template

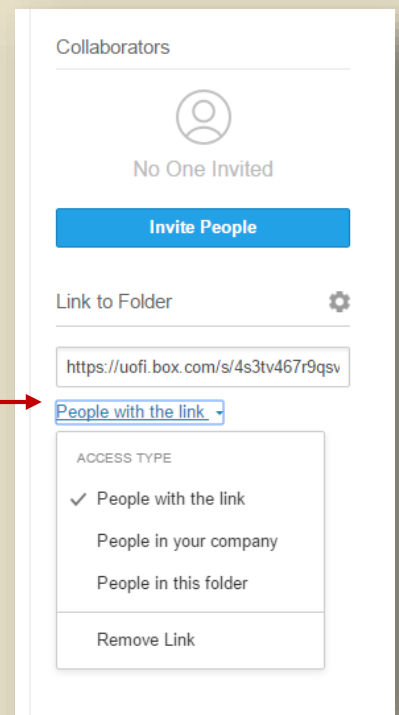
Submission of Printing Order

Submitting Printing Requests::

To streamline the printing process please save graphic files in high resolution quality pdf files.

Color and large-scale printing are done through UIUC Document Services:

1. 7 day advance order is needed
2. File Preparation tips
<http://union.illinois.edu/shop/document-services/preparation-tips>.
3. Upload formatted documents and filled printing order form to Box (<https://box.illinois.edu/>) and share link excom@library.illinois.edu. **Please make sure that the link is available to anyone with a link.**
4. The Exhibitions Committee will work with Document Services to get the order placed and paid for.
5. If the cost of the printing job will exceed the stated allotment for the venue, the Committee may request that the exhibitors change the print size or quantity to lower the cost or provide cost share to cover the difference.



Formatting Printing Files

To streamline the printing process please save graphic file in high resolution quality pdf files.

Printing List:


1. Keep all the files of the same type and size saved in a single pdf document.
2. Use this naming convention to rename your graphic files-
 - a. Exhibit names
 - b. Type of printing
 - c. Quantity
 - d. Dimensions
 - e. Printing specifications
 - f. file extension

Exhibit Name	Type of Printing (panel, poster small sign or label)	Qty of Pieces	Dimensions	Printing substrate house/poly paper, on foam board, banner fabric etc.
EXCOM	Panels	4	16x25	Print directly on foam board
EXCOM	Poster	4	49x28	Print on house paper (poly)
EXCOM	Small Signs	8	8.5 x 11	Print directly on foam board

File Naming Example:

EXCOM.Panels.qty 4.16x25.foamboard.pdf

Printing Order Form



Document Services Order Form
printing@illinois.edu • www.printing.illinois.edu

Main Facility: 54 E. Gregory, MC-570, 217-333-9350, 217-244-4595 fax
 English Copy Center: 143 English, MC-718, 217-244-6885, 217-333-5582 fax
 Job # _____ Job Cost \$ _____ Initials _____

Customer Information

Full Name **EXCOM CHAIR** Department **LIBRARY EXHIBITS** 1
 (please print clearly)
 Phone no. _____ E-mail **excom@library.illinois.edu**
 Billing Address **1408 W Gregory Drive- Room 425** MC- **522**
 CFOP: **000** **00000** **000000**
Chart (1) Fund (6 digits) Organization (6 digits) Account (6 digits / optional) Program (6 digits) Activity (6 digits / optional)
 Other: GAR # _____ Cash Check Credit Card


Production Information

Job Name **EXHIBIT Example for NS Corridor** **SEE NOTES BELOW** Location: Incoming / ftp / Email
 (folder/file name)
 PROOF: _____ (Date Due) _____ (Time) _____ (Location) PDF-emailed
DEADLINE: 08 / 01 / 17 9 3
(Date Due) (Time)
 # of Originals **3** Copies of Each **see notes** # of finished pieces **26** 4
 COLOR **BLACK-ONLY**
Digital Copying and Printing
 8½ x 11 8½ x 14 11 x 17
 12 x 18 14.33 x 20.5 _____ x _____
Text
 20# 60# } Uncoated White
 70# 80# } Silk Color(paper)
 100# } Gloss _____
Cover
 65# } Uncoated White
 80# } Gloss Color(paper)
 100# } Silk _____
 _____ Tab Dividers

Finishing
 Single-sided Double-sided
 Booklet Saddle Stitch (staple)
 Collate
 Cut to _____ x _____ Bleed
 Drill _____ holes/sheet
 Laminate Trim Flush Encapsulate
 Pad _____ (sheets/pad)
 Perforate Score
 Fold _____
 Tab Closed
 Staple One, Upper Left Two, Left Side
 Perfect Binding Coil Binding Comb Binding
 Double-Os Wire Binding
 Tape Binding Shrinkwrap in _____ sets

Stationery Quantity _____ Color(s) _____
 20# Bond Letterhead with University Watermark Seal
 Second Sheets with University Watermark
 20# Bond Noteheads (5.5x8.5 inches)
 Memo Pads (5.5x4.25 inches)
 #10 A Bond Envelopes with University Watermark Seal
 #10 White Wove Envelopes without University Watermark
 #10 Airmail Envelopes
 #10 Window Envelopes
 Mailing Labels (Pressure Sensitive)
 Mailing Labels (Avery 4 up Laser)

Wide Format/Poster Printing 5
Output Size _____ x _____
 HousePaper Photo Lt Wt Banner Wallpaper
 Fabric WindowCling Other **see below**
Laminate Lustre Gloss Encapsulate
Mount Foam Gator Plastic
 Grommets: _____ Easels
 Tube 42" 54"

THIS JOB ALSO MAILS 

Special Instructions
Exhibit Posters- qty 6- 49x28.jpg - print on house (poly) paper
Exhibit Signs- qty 8 - 11 x 8.5.jpg- print directly on board
Exhibit labels- qty 12- 4x6.jpg - print directly on board

Deliver To **EXHIBITOR NAME & Location** 7 call when ready
 Customer Pickup at _____
 Customer Signature _____ rev. 9/14

1. Customer Information:
This area is filled by the committee chair

2. Production Information:
Add Exhibit Name (this form shows)

3. Deadline:
Provide deadline for delivery

4. Final Piece Count:
Provide the number of files and the number of individual final pieces

5. FORMAT:
Please direct to the notes where you indicate what files use wide format/ poster printing paper or foam board

6. Printing List:
List files names with type of printing, quantity, dimensions & file extension & instructions on printing specifications

7. Delivery:
Provide name & location to have printing job deliver

Resources & Contact Information

- Exhibitions Committee email
excom@library.illinois.edu
- **Exhibitions Committee website:**
<http://www.library.illinois.edu/committee/exhibit/charge.html>