

**Preservation Planning Survey – Exhibition**

1. Does the institution exhibit books, documents, or other artifacts? What types of materials are exhibited, and how often are exhibits changed or objects rotated? Are any artifacts in the collection permanently displayed? \_\_\_\_\_  
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2. Describe the exhibit cases. What are they made of? Do they have interior lighting? Is there air circulation? Is the climate within the cases monitored? \_\_\_\_\_  
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3. What are the overall light levels in exhibit spaces? Are any exhibit areas lit by windows or other natural light? Are shades and/or ultraviolet filters used to reduce light exposure? \_\_\_\_\_  
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4. Does the institution have written guidelines for what may or may not be exhibited and for how exhibits should be prepared? \_\_\_\_\_  
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5. Who has responsibility for preparing materials for exhibit? Is this person knowledgeable about the preservation requirements? \_\_\_\_\_  
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6. Are facsimiles or duplicates exhibited whenever possible? \_\_\_\_\_  
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8. What security precautions are taken for exhibited objects? \_\_\_\_\_  
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9. What are your 3-5 highest priorities for improving exhibition practices? What obstacles might you face and how might you overcome them? \_\_\_\_\_  
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