I. Policy

Library exhibits in the Doe and Moffitt Libraries at UC Berkeley are designed to engage students, faculty, staff, and visitors with library collections. These exhibits may be scheduled in conjunction with campus and library events, important scholarly meetings on campus, faculty honors, publications, and other significant occasions. While the Library’s principal interest is in the display of its own resources, exhibits of materials from outside the Library are also considered. Exhibits are produced for education, providing information and enjoyment while opening room for discussion on a wide range of issues. Materials selected for display are intended to place the exhibit in an appropriate historical and/or cultural context.

II. Goals

a. Promote the diverse holdings and scholarly value of specific library collections.

b. Nourish intellectual, aesthetic, and creative growth.

c. Educate the campus community about a particular theme.

d. Enhance the strategic mission and development goals of the library.

e. Encourage individuals to contribute to the increase of knowledge or extension of the arts.

f. Support university events, programs, symposia, and activities.

g. Promote community relations.

h. Recognize library supporters, friends, and donors.
III. EXHIBITS AND INTERPRETIVE PROGRAMS COMMITTEE

The Doe/Moffitt Library Exhibits Committee reports to the Associate University Librarian and Director, Doe/Moffitt Libraries. It reviews, selects, and schedules library exhibits in accordance with the policies and procedures described in this manual. The eight member Committee consists of a representative from the Library Communications Office, The Bancroft Library, plus additional members from Doe/Moffitt, subject specialty, and affiliated libraries. Committee members are appointed in staggered two-year terms. The Committee receives consultation from the Preservation Department and Library Design staff as needed.

IV. REVIEW PROCESS

Proposals must be submitted on the Exhibit Proposal Form: https://docs.google.com/a/berkeley.edu/forms/d/e/1FAIpQLSds_s7IM9wqTJPMd6P8vBQYBc2wIlNmd9gHtP8i51X010ENbQ/viewform

The Doe/Moffitt Library Exhibits Committee meets once a month or as needed, and responds to all proposals in a timely manner. When the Committee approves a proposed exhibit, it is scheduled on the Exhibits Calendar, usually many months in advance of its scheduled time. For Brown Gallery exhibits, the Committee Chair functions as the liaison between the exhibits coordinator, the Committee, and Library Design staff. During the production process, the Preservation Department liaison assists the exhibits coordinator and the curator(s) in advising the proper display of Library owned and borrowed archival collection materials.

V. CRITERIA FOR SELECTION

The Exhibits Committee reviews proposals with reference to the policy and goals statements. The following criteria also apply as exhibit proposals are reviewed, although not all exhibits will meet all criteria.

a. Relevance to library collections
b. Broadness of appeal of the main theme
c. Appropriateness of subject, technique, and style for intended audience
d. Educational content ranging from advanced scholarly contributions to general informational value
e. Vitality and originality
f. Visual appeal
g. Appropriateness to special events, anniversaries, holidays, etc.
h. Historical or regional relevance
i. Relation to other events or exhibits in the community
j. Ease and cost of installation
k. Representation of an influential movement, genre, trend, or national culture
VI. FUNDING

The Library provides funding for the production costs associated with library exhibits. The exhibit budget includes: Brown Gallery $1500, Moffitt exhibit cases $1000, Prizewinner exhibit case $300, and the Reference exhibit case $300. Direct costs associated with non-library materials and receptions are the responsibility of the exhibit curator(s).

If material from the University Library Collection needs to be digitized for reproduction, the exhibit coordinator and the Digital Media Lab will coordinate a production schedule with the curator(s). A maximum of 50 digital reproductions (per exhibit) are allowed without charge; any additional reproductions will require an additional charge. A price list is available upon request. Exhibit locations include all University Library exhibit and display facilities.

(See Appendix D -- Digital scanning policy for Doe/Moffitt exhibit program)

VII. EXHIBIT LOCATIONS

The locations available for exhibits within Doe/Moffitt are:

a. The Bernice Layne Brown Gallery (twelve cases)

b. Reference Case (floor 2, Doe)

c. Prizewinner Case (floor 2, Doe)

d. Moffitt Lobby (three cases)

e. FSM Café (four vertical display cases)

VIII. SCHEDULE AND CALENDAR

The Exhibits Committee generally schedules up to two exhibits per year in the Brown Gallery, the Doe Reference Case, and the Moffitt Cases: one Fall and one Spring slot. The Moffitt Cases require special consideration for the Fall time slot because they annually hold the “On the Same Page” (http://onthesamepage.berkeley.edu/) exhibit in the Fall, which is geared toward the students’ return to campus. Other proposers for the Moffitt Cases are encouraged to submit for the Spring slots but exceptions can be made for Fall.

The Committee is updated regularly for the Prizewinner exhibit case and the portable exhibit cases, but generally does not oversee approval of the exhibit content. In selected cases, the portable case subjects, if submitted from outside of the Library staff community, should be reviewed and approved by the Exhibits Committee Chair and/or the Associate University Librarian.

IX. SECURITY
All exhibit locations are in high traffic areas, minimizing opportunities for theft. There is a security desk in the Brown Gallery. All exhibit cases in the Brown Gallery have security glass (a plastic sheet between two sheets of glass that breaks into “popcorn” cracks).
X. INSURANCE

Library materials are covered by self-insurance. Prior to installation, all exhibit curators must submit a waiver signed by the responsible parties releasing the Library from any responsibility for loss or damage to materials not owned by the Library. Short term insurance policies are available from the Library. The curator with the assistance of the Library Design exhibits coordinator should prepare a list of items to be insured, including a brief description and a valuation, to be submitted to the Library Design staff.

XI. CONSERVATION

Library Design staff are experienced in the proper handling and display of unique and fragile materials, and can provide guidance to exhibit curator(s). Cases are not environmentally controlled and questions may arise relating to: lighting and exposure to natural light; temperature; installation fixtures such as bookstands, cradles, and supports; hanging items within cases; transport and handling of materials; and conservation work required prior to the display of materials. The Library Preservation Department is available for consultation on questions related to the protection of materials.

XII. TIMETABLE FOR EXHIBIT PREPARATION, INSTALLATION, AND REMOVAL

After an exhibit curator is informed by the Exhibits Committee Chair that his/her proposal is accepted the following steps will occur:

1. The Library Exhibits Coordinator, will contact you to schedule a planning meeting to discuss:
   a. Responsibilities of the exhibit curator(s), the Exhibits Committee liaison, the Library Design staff, and the preservation liaison
   b. Specific dates of the exhibit and a working schedule for preparation, installation, and removal
   c. Funding, including special expenses such as insurance and photography
   d. The content and types of materials to be included
   e. Organization of the materials into an installation design
   f. Text and formats of the labels and title signs
   g. Colors (paint, mat boards, etc.), decorative and supplemental materials, etc.
   h. Storage needs
   i. List of items for short term insurance, if needed
   j. Options such as publications
2. Four months prior to installation

The Brown Gallery and the Moffitt Library exhibit cases generally last up to six months. The library exhibit orientation meeting occurs 2-3 weeks after the installation of the prior exhibit.

a. Select and gather the materials to be exhibited. The Library Design staff will provide case dimensions and patterns to aid in the selection of an appropriate amount of material and in planning layouts. Secure storage space is available if exhibit curators need to bring materials to the gallery area prior to the installation.

b. Work with the Exhibits Committee to begin planning for publicity.

3. Two months prior to installation

a. Submit title and caption texts to the Library Design staff via a digital file format, such as a word document (.doc). Complete bibliographic citations for each item are recommended. Text may be submitted in either PC or Mac versions using current software programs. The exhibit curator(s) are responsible for the editorial content of the labels and texts.

b. Submit text for accompanying bibliographies, brochures, or other publications associated with the exhibit (optional).

c. Deliver images that need to be scanned to the Library Design staff: black/white or color is acceptable, and enlargements are possible. Originals larger than 8.5" x 14" must be sent to an outside vendor and require additional time.

d. Prepare publicity materials.

4. Two weeks following submission of texts

Exhibit curator(s) proofread and provide final revisions of formatted labels and images.

5. Installation Day

The Library Design staff will provide bookstands, label holders, tapes, pins, etc. and install the material in exhibit cases based on past production layout plans.
The time required for an installation varies considerably based on the nature of the materials, the quality of advanced planning, and the number of people present. Exhibit curator(s) should allow at least one full week to complete the work.

6. Exhibit Removal

Removing an exhibit usually takes about one to two hours and must be scheduled for the first weekday after the official closing of the exhibit.

a. Bring boxes or book trucks to the Brown Gallery at the mutually agreed upon time and date.

For security reasons, it is recommended that the exhibit curator(s) have one or more assistants present. The Library Design Office will unlock cases, but is not responsible for security.

b. The exhibit curator(s) are responsible for returning materials to units and/or lenders. The Library Design Office will collect and clean up bookstands, pins, etc. and relock the cases. If there is too much material to carry away in one trip, the Library Design Office will provide temporary locked storage until the work is completed.

XIII. PUBLICITY

For Brown Gallery exhibits, the Library Communications Office handles publicity, utilizing the exhibit curator’s written descriptions of the content, themes, and display items. The primary outlets for exhibit publicity include:

a. The campus event calendar
b. The Library web calendar
c. The Berkeleyan
d. Fiat Lux, the University Library newsletter
e. East Asian Library or Bancroft newsletters, or departmental newsletters, depending on exhibit content
f. Off-campus publicity as appropriate
g. A jpg file illustrating the exhibit (for instance, the didactic panel) can also be used in many of these outlets. In recognition of Mrs. Brown, wife of famous governor Edmund G. “Pat” Brown, the Bernice Layne Brown Gallery is to be named in full in exhibit materials.
XIV. BIBLIOGRAPHIES, BROCHURES, AND OTHER PUBLICATIONS

Bibliographies, brochures, and other promotional and/or instructional materials that accompany an exhibit are recommended but are not mandatory. Accompanying printed materials enhance both the educational and public relations goals of library exhibits. Exhibit curator(s) are responsible for preparing the content of publications associated with their exhibition. Examples include: a bibliographical list of items displayed; a double-sided brochure; and/or an exhibit catalog. Text should be provided to the Library Design staff in a digital word format at least four to six weeks prior to the opening of the exhibit.

XV. PHOTOGRAPHY

The Library Design staff routinely records all library exhibits with snapshots retained in an exhibit archive. If exhibit curator(s) wish to take additional photos at their own expenses, and need to open cases to produce high-quality photographs, arrangements must be made with the Library Design staff’s Exhibits Coordinator.

XVI. RECEPTIONS

Receptions for exhibit openings are funded by the unit sponsoring the exhibit: approval from the unit head or department head should be confirmed in advance. All arrangements -- such as for invitees, program, caterers, security, custodial arrangements, furniture arrangements, parking arrangements, and alcohol permits -- are handled by the exhibit curator(s). Requests for use of Morrison Library will be considered in accordance with the Morrison Reservation policies and requests should be made well in advance through the online form (http://www.lib.berkeley.edu/libraries/morrison-library/morrison-reservation-request-form).

XVII. DIGITAL EXHIBITS

The Doe/Moffitt Library Exhibits Committee encourages the creation of online exhibits. These exhibits may occur in one of two ways: 1) exhibits may be “born digital” with no physical component in a library exhibit space, or 2) a digital exhibit is made in conjunction with a physical one, thereby prolonging the life of an exhibit beyond its installation dates.

1) Born digital exhibits support the goals of the Library in both innovative and interesting ways. Although these exhibits do not replace the interaction of individuals with actual objects, they do offer certain value-added benefits such as: elimination of concerns regarding the use of physical library space for the display of objects; security concerns for materials; and preservation of items on display. In addition, online exhibits present the opportunity to expand the audience for library exhibits beyond the physical borders of the Library.
Born digital exhibit proposals will be evaluated on the same criteria and goals established for three-dimensional exhibits. The exhibits will undergo a similar review process, but the Committee will consider additional factors such as the technical implications, data storage aspects, and other issues inherent in digital exhibits.

2) For exhibits that are installed in the library exhibit cases, curators are encouraged to make an online version of it that mirrors the physical one and/or provides auxiliary content.

The preparation and installation of a digital exhibit may be at least as labor intensive and costly as a traditional exhibit. The creation of digital images and the preparation of text for electronic display, and the linking of text and images are obvious factors in this equation. The library currently supports the use of Spotlight software to build a digital exhibit. Curators may use this software or initiate a website of their own. If choosing the latter option, curators will mostly likely need to obtain technical and financial support from outside the library. All digital exhibits, regardless of their technical makeup, will be linked to from the library’s main website at http://www.lib.berkeley.edu/about/online-exhibits.

XVIII. EXHIBITS ON LOAN

The Doe/Moffitt Library Exhibits Committee is also responsible for reviewing and approving, in consultation with the Associate University Librarian and Director for Doe/Moffitt Libraries, all exhibit requests for display of non-library materials anywhere within the Doe/Moffitt complex. The Committee will consider the exhibits policy, purpose, and criteria as it reviews such requests. Consideration of locations not detailed in Appendix A: Description of Exhibit Locations and Facilities includes noise, disruption, security, and Fire Marshal regulations.
Appendix A: Description of Exhibit Locations and Facilities

Description of Exhibit Locations and Facilities
Bernice Layne Brown Gallery

The Brown Gallery, at the North entrance to Doe Library, is comprised of twelve exhibit cases with the following distribution and descriptions.

<table>
<thead>
<tr>
<th>No. of Exhibit Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

2 — BENDER CASES
- Dimensions: [Flat cabinet cases] 83") x 39-1/2"(d) x 4" (h)
- 2" wide divider in glass top which must be taken into account for layout
- Pins, tape, etc. are OK
- Cases open as one big drawer
- Natural exterior lighting and overhead lighting from ceiling (not strong)
Appendix A: Description of Exhibit Locations and Facilities (Continued)

4 — NASH CASES

- Dimensions: [Sloped table cases] 54-1/4"(w) x 32"(d) x 9"(h) (good for ‘objects’)
- Cellotex liners which can be painted to specified color
- Pins, tape, etc. are OK
- Entire glass portion is hinged at back, supported on props when open
- Overhead lighting from ceiling (not strong)

4 — TREASURY VERTICAL END CASES

- Dimensions: 36"(w) x 22-3/4"(d) x 48"(h)
- Shelf runners built in; the library has 8 shelves which can be distributed among the 4 cases in any combination
- Linen backing, natural color, which cannot be painted
- Plywood behind linen, allows use of nails for hanging bookstands, etc.
- Plastic grill in ceiling of case which can support limited weight
- Lights inside case provide more than ambient light
- Front face of each is a door on a piano-hinge; requires 3 keys to open

2 — HORIZONTAL TREASURY CASES

- Dimensions: 66"(w) x 36"(d) x 9"(h)
- Linen backing, natural color, which cannot be painted
- 2 Treasury Cases (centered in corridor; not movable)

  There is a serious reflection problem from lights above, so not recommended for items with close details.

1 — REFERENCE CASE

- Dimensions: 48"(w) x 19-1/2"(d) x 64-1/2"(h)
- Located on the 2nd floor of Doe Library
- Free-standing with overhead LED fixtures
Appendix A: Description of Exhibit Locations and Facilities (Continued)

No. of Exhibit Cases

1 — PRIZEWINNER CASE
- Dimensions: 48"(w) x 19-1/2"(d) x 64-1/2"(h)
- Located on the 2nd floor of Doe Library
- Free-standing with overhead LED fixtures

3 — MOFFITT EXHIBIT CASES
- Wall-mounted cases across from the 3rd floor elevator
- Dimensions: 48"(w) x 14"(d) x 60"(h)
- Lighting is provided by LED fixtures and can be directed into specific areas or onto objects
- Timers are set to turn lights on and off at specified times
- Back of the cases are lined with black painted bulletin board material
- Bottom surface is natural wood
- No means of hanging anything inside case from ceiling

4 — FREE SPEECH MOVEMENT (FSM) CAFÉ VERTICAL DISPLAY CASES
- The four cases in the FSM Café are restricted for use to educate and inform café patrons about aspects of the Free Speech Movement or other issues of public policy.
- 4 shallow depth identical wall-mounted cases
- Indirect lighting from ceiling; no natural daylight or heat hazard
- Backing is beige linen; short stem pins and/or nails can be used
- Dimensions: 30"(w) x 3"(d) x 36"(h)

NOTES FOR EXHIBIT CURATOR(S):
- Be aware that 1.5' of interior space is behind wide door frame and not visible.
- Frame throws deep shadow over top 2.5' of visible space.

Free Speech Movement Café: Educational Program Series
For more information: http://www.lib.berkeley.edu/news_events/fsmpromgrams/
**BENDER CASES**

Side

Top

- Height: 39-1/2”
- Width: 83”
- Depth: 4”

**NASH CASES**

Side

Top

- Height: 32”
- Width: 52-1/2”
- Depth: 30”
TERNICE LAYNE BROWN GALLERY - DOE LIBRARY

HORIZONTAL TREASURY CASES -
TOP VIEW

VERTICAL TREASURY CASES -
SIDE VIEW

Side View
(Horizontal Treasury Case)

9" height

22-3/4" depth

66" width

22-3/4" depth

48" height

NOTE:
Case shelving system includes two adjustable acrylic shelves per vertical
exhibit case.

36" width
NOTE:
Case shelving system includes one adjustable acrylic shelf.
EXHIBIT CASES

CASE 1  CASE 2  CASE 3

48”  12”  48”  12”  48”

168’ width

NOTE:
Case shelving system includes one adjustable glass shelf per case.
FSM CAFÉ EXHIBIT CASES

FRONT VIEW

FSM CAFÉ CASES - Qty. 4 vertical display cases (see FSM Cafe on page 2)
FRONT VIEW

36” height  34 1/4” height
VERTICAL DISPLAY - FRONT VIEW

CASE 1  CASE 2  CASE 3  CASE 4

34-1/4" height

28" width  28" width  28" width  28" width
Appendix B: Exhibit Proposal Form

* If you must submit a proposal on paper, use this form. However, we prefer that you submit one online at https://docs.google.com/a/berkeley.edu/forms/d/e/1FAIpQLSds_s7IM9wqTJPMd6P8vBQYBc2wIlnmd9gHtP8i51X010ENbQ/viewform
This URL only works in Chrome and Internet Explorer.

Back to Exhibits Manual

APPENDIX B: EXHIBIT PROPOSAL FORM

Title of proposed exhibit:

Name(s) of exhibit coordinator(s):

Briefly describe the purpose and scope of the exhibit and the type of materials to be included. Explain how it meets the goals and criteria for exhibits in Doe/Moffitt and indicate if this exhibit is coordinated with or supports any other campus event.

Proposed location for exhibit
(refer to Appendix A for details: Brown Gallery; Moffitt Cases; Reference Case; other (describe):)

Exhibit schedule for Brown Gallery:
☐ September 1 - February 28  ☐ March 1 - August 31 2010

Exhibit schedule for the Reference Case:
☐ June 1 - November 30  ☐ December 1 - May 31 2010

Exhibit schedule for Moffitt Gallery:
☐ July 1 - December 31  ☐ January 1 - June 30 2010

I have read the Doe/Moffitt Library Exhibits Manual and I accept the responsibility of Exhibit Coordinator for the proposed exhibit.

Proposal submitted by:

Date:

Telephone:

Email:

Address:

Telephone:

Email:

Address:

Submit electronically or Print and send to the Library Design Office, 107 Doe.

Please answer this simple math question to help us filter out automated spambots:

1 + 6 =

This question must be answered correctly or your comment will not be sent!

Submit Form  Clear Request
Appendix C: Portable Exhibit Cases Use Request Form (pdf)

PORTABLE EXHIBIT CASES USE REQUEST FORM

One or both of the portable cases may be borrowed by library units for up to seven days.

EXHIBIT INFORMATION:

- Number of cases requested: One [ ] Two [ ]
- Starting / ending dates requested: ____________
- Event: ________________________________________________________________________
- Location of exhibit: __________________________________________________________________
- Exhibitor: ________________________________________________________________________
- Unit: __________________________________________________________________________
- Phone: __________________________________________________________________________
- Email: __________________________________________________________________________

EXHIBIT CASE DIMENSIONS:

- 58" long
- 24" wide
- 10" height inside case
- 38" floor to top of case

1. Submit this form to the Library Design Office (107 Doe Library) as soon as your event is scheduled; use of the cases will be granted on a first come, first served basis.

2. For events inside Doe or Moffitt, transport of the cases will be done using wheeled dollies by the exhibitor with help from Library Design Office staff. Email Aisha Hamilton, ahamilton@library.berkeley.edu to schedule.

3. For events inside Morrison Library, portable cases may not be delivered prior to the close of the Library, and must be removed immediately following the event and prior to the reopening of the Morrison Library's regular hours. Please confirm hours with Zuzanna Listro, email: zlistro@library.berkeley.edu.

4. For events in other locations, transport will be done by Susan Francisco, Library Facilities, and must be arranged at least one week in advance. Email sfrancis@library.berkeley.edu to schedule.

5. The exhibitor is responsible for exhibit content and installation. You may, however, request help with production of signs and labels from the Library Design Office with a minimum of 2 weeks lead time. A paper pattern may be borrowed from the Library Design Office for planning your layout.
Appendix D: Digitizing Material

How do I request material from The Bancroft Library for my exhibit?

(a) All requests to borrow original material from the collections of The Bancroft Library must be submitted in writing to the Bancroft Collections Manager, Lorna Kirwan.

(b) Lorna Kirwan will page the items, seek approval from the appropriate Bancroft curators, and produce the loan agreements.

Online Paging:

See [http://www.lib.berkeley.edu/libraries/bancroft-library/request-materials](http://www.lib.berkeley.edu/libraries/bancroft-library/request-materials)

(c) The items will be held “on hold” under the guest curator’s name and available in The Bancroft Library’s reading room. (All Bancroft material must be viewed in The Bancroft Library Reading Room.)

(d) Where applicable, Lorna Kirwan will facilitate the creation of digital surrogates or aid in finding items for rotation during the exhibition.

(e) Photographs and measurements should be taken of material prior to submitting the order as a production resource. (This can be helpful in evaluating what will fit in the exhibit cases during the Material review)

The Bancroft Library Camera Policy:

See: [http://www.lib.berkeley.edu/libraries/bancroft-library/conditions-of-use#cameras](http://www.lib.berkeley.edu/libraries/bancroft-library/conditions-of-use#cameras)

(f) Once items are chosen for ordering, contact Lorna Kirwan and complete the Photograph Services Information and Order Form.

(g) If the order exceeds (50) fifty items, the estimate and detailed itemized list of materials is emailed to the Library Design/exhibit coordinator for organization
and submittal to Elise Woods in Business Services for fund approval.

(h) If chartstring approval is needed by Elise Woods, the approved chartstring will be given to Lorna Kirwan and the Library Digital Imaging Lab will proceed with making digital files for exhibition facsimiles.

(i) Once image digitization is complete, a url is emailed to the Curator and exhibit coordinator for high resolution downloads.
How much will the digitization cost?

A maximum of 50 digital reproductions (per exhibit) are allowed without charge; any additional reproductions will require an additional charge. A price list is available upon request. Exhibit locations include all University Library exhibit and display facilities.

Additional scans are available at a reduced cost to the curator. All fees must be agreed upon prior to production.

ORDER FORM (SAMPLE)

<table>
<thead>
<tr>
<th>CALL NUMBER</th>
<th>TITLE, CAPTION, OR DESCRIPTION</th>
<th>special requirements</th>
</tr>
</thead>
</table>

Digital Scans* from Original Material

- Item(s) @ $33.00
- Service charge for each order = $12.00
- Total =

*Resolution approx. 600ppi at 8"x10"; 100mb file

Duplicate Microfilm from Existing Film

- Reel @ $55.00 (plus 8.75% tax for CA destinations)
- Service charge for each order = $12.00
- Total =

Microfilm from Original Materials

- Routine Book and Print exposures @ $0.60=
- Newspaper and Manuscripts exposures @ $0.70=
- Lab charge per order $65.00
- Total =

Audio/Visual Duplication

- Duplicate CD/DVD @ $25.00
- CD transfer from tape @ $55.00 (cost may be based on finished number of discs)
- California tax is always added to Audio/Visual duplication orders.

We accept American Express, Discover, MasterCard, or Visa

Signature (required and signifies agreement with the copyright restrictions on the reverse of this form.)

Signature: ____________________________ Telephone: ____________________________

Printed Name: ________________________ Date: ____________________________

Mailing Address: ______________________

City, State, Zip: ______________________ E-mail Address: ______________________

Delivery of digital files is electronic (FTP.) All files must be downloaded within 7 days.

**See page two for delivery services, turn-around times, and description of services.**

CONTACTS:

**THE BANCROFT LIBRARY**

Lorna Kirwan
(510)643-4594
lkirwan@library.berkeley.edu

**DIGITAL IMAGING LAB**

Dan Johnston
(510)643-9314
djohnsto@library.berkeley.edu

**LIBRARY DESIGN**

Aisha Hamilton
(510)642-5154
ahamilto@library.berkeley.edu

We accept American Express, Discover, MasterCard, or Visa

Credit card #: ________________________ Exp. date: ________________________

Lab charge per order $65.00

TOTAL = $