

ALA Public Programs Office
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USA

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E-mail: publicprograms@ala.org
<http://www.ala.org/publicprograms/>

ALA American Library Association

August 1, 2011

Debbie Moseley
George Memorial Library
1001 Golfview Dr.
Richmond, TX 77469-5141

Dear *Lincoln: The Constitution and the Civil War* Traveling Exhibition Applicant,

The American Library Association Public Programs Office (PPO) is pleased to inform you that your library/educational institution has been selected as one of 200 hosts for the *Lincoln: The Constitution and the Civil War* traveling exhibition. This exhibition and tour have been developed by the National Constitution Center, Philadelphia, and the American Library Association Public Programs Office, with the generous support of the National Endowment for the Humanities (NEH).

The tour will begin in October 2011 and continue through Fall 2015. We are currently working on itineraries and will contact you if we have any questions about your itinerary requests. We will try to give you one of your preferred dates, but we cannot guarantee this. You may expect to receive the proposed itinerary for the tour by the end of August.

Accompanying this letter are the following documents:

- **Letter of Agreement:** The Letter of Agreement must be signed and returned to the PPO by each host site by September 23, 2011. It is important that the host site project director and exhibition set-up coordinator read the Letter of Agreement carefully and understand what is required of each site on this tour. Failure to comply with the conditions of the agreement may result in cancellation of the host site from the tour. The NEH award of \$750 for this exhibition is intended to support exhibition-related programming in your library. Checks for \$750 will be issued to each host site in care of the project director by the end of October 2011 if the PPO has received a signed Letter of Agreement from you.
- **Materials Request and Shipping Form:** Please order brochures and posters and describe shipping details for your institution with the enclosed Materials Request and Shipping Information form, due September 23, 2011. Host sites are invited to print more brochures and posters by using the artwork in the exhibition site support notebook at <http://www.ala.org/lincolnconstitution> (last link on the page).

• **Required Programming Form:** With this form, the host institution agrees to confirm with the PPO the plans for the two required humanities programs and scholar qualifications for the presenters no later than one month prior to the start of the exhibition display period.

Other materials to help familiarize you with the exhibition:

• **Traveling Exhibition Orientation Powerpoint:** The Powerpoint accompanying this e-mail answers most questions you will have about the exhibition and gives contact information for PPO staff should you need additional information or assistance.

• **Curator Video Tour of the Exhibition:** Please visit the following links to view a guided walk through the exhibition by curator Steve Frank of the National Constitution Center in Philadelphia: <http://vimeo.com/26445096> or <http://www.youtube.com/watch?v=4hNVUPM5SOg>.

The project director for this exhibition will also receive in the mail in September 2011 a “PR CD” which contains exhibition credit information and a publicity kit. Please note that all exhibition publicity must be submitted to the ALA Public Programs Office for review at least three days in advance of publication or posting (see Traveling Exhibition Orientation Powerpoint or Site Support Notebook for details). We usually respond to PR review requests the same day.

Congratulations on being selected for the tour! The exhibitions staff in the ALA Public Programs Office looks forward to working with you. Please contact us with any questions or concerns.

Susan Brandehoff
sbrandehoff@ala.org
1-800-545-2433 x 5054

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Letter of Agreement

This is an agreement of the traveling exhibition host institution with the National Constitution Center and the American Library Association (ALA) for "Lincoln: The Constitution and the Civil War."

Please return a signed Letter of Agreement to ALA by September 23, 2011; agreement may be e-mailed to skrueger@ala.org or faxed to 312-280-5759. We must have a copy of this agreement on file in order for your site to participate in the project.

The George Memorial Library (name of host institution) agrees to serve as a host for the national tour of the traveling exhibition "Lincoln: The Constitution and the Civil War," a project of the National Constitution Center and the American Library Association (ALA). The exhibit was made possible with generous support from the National Endowment for the Humanities. Failure to comply with the conditions described below may affect the host's opportunities to take part in other exhibition tours and programs offered by the ALA Public Programs Office. The online support notebook for this exhibition is at: <http://www.ala.org/lincolnconstitution> (final link on page).

Display dates

- The host institution agrees to display the exhibition during the dates stated in the itinerary prepared by ALA. Sites may expect to receive the proposed itinerary for the tour by the end of August 2011.

Programming requirements

- The host institution agrees to hold an opening event for "Lincoln: The Constitution and the Civil War" and a minimum of two free public programs (one may be combined with the opening event) featuring a qualified humanities scholar/presenter, focusing on exhibition themes.
- The host institution agrees to confirm the two required humanities program plans and program scholar qualifications with ALA no later than one month prior to the start of your exhibition display period (*please see enclosed Required Programming Form*).
- The host agrees to charge no fees for viewing the exhibition or attending related programs. If your site will have any problems offering free admission, please describe your concerns in the notes below. Fundraising programs are allowed as long as the required programs and most other programs are free and open to the public.

Notes, if any:

Security and Handling

- The host agrees to assign one staff member as the person in charge of exhibit set-up. The project director and exhibit set-up coordinator agree to watch the 42-minute exhibit set-up video (<http://vimeo.com/26391571>) and read the instruction manual (*please see online site support notebook*) and will supervise the exhibit set-up and take-down process as described in the instructional materials.

- The host will provide ALA with the name and contact information of the staff member assigned as exhibit set-up coordinator (*this may be the same person as the project director*).

Name, e-mail, and telephone number of the exhibit set-up coordinator:

- The host agrees to display the exhibition in an appropriate and safe minimum security environment. An appropriate environment means that the exhibition is not displayed outdoors, in a tent area, or in a temporary building, but in a gallery or other open area, preferably not a hallway. The exhibit should be monitored by staff every 30 minutes during peak periods of use, and every hour during off-peak times. The host should examine the exhibit at the end of each day to determine that all components are in working order and undamaged.

Intellectual property rights

- The host institution recognizes that portions of the exhibit and accompanying brochures, posters, and publicity images may use trademarks, logos, artwork, photographs, renderings, props, and other property (together, the “Intellectual Property”) belonging to or licensed to the National Constitution Center and other institutions or individuals who contributed to the exhibition. All rights in and to the Intellectual Property are hereby expressly reserved to the exhibition sponsors. The host institution shall not modify, delete, obliterate, or otherwise alter the use or appearance of any such item. In the event of the violation of Intellectual Property Rights, the National Constitution Center and the American Library Association reserve the right to terminate the host institution’s use of the exhibition.

Advertising and publicity

- The host institution agrees to ensure that the National Endowment for the Humanities, the National Constitution Center, and the American Library Association are properly credited in all publicity and communications relating to the exhibit. Appropriate credit guidelines and logos are contained in the online site support notebook and on the PR CD given to each library.
- The host also agrees to submit publicity items to the ALA for review at least three days before posting or publication (*please see online site support notebook for details*).

Damages and insurance

- The host institution agrees to indemnify and to hold harmless the National Constitution Center, the American Library Association, and the National Endowment for the Humanities from and against all damages, claims, suits or other legal proceedings arising from or attributed to negligent or improper operation or display of the exhibit by the host institution, or violation of third party rights resulting from any unauthorized creation, use, display, or modification of the exhibit or advertising or publicity materials relating to the exhibit.
- If a host institution is determined to be at fault in exhibition damage or loss, or damage or loss of banners accompanying the exhibition, the host will be responsible for paying to replace or restore parts of the exhibition. ALA encourages host sites to add a rider to their insurance policy for the exhibit display period. The value of “Lincoln: The Constitution and the Civil War” exhibit is \$50,000. Please direct any questions about exhibit insurance to Sofiana Krueger at skrueger@ala.org.

Reporting

- The host agrees to keep statistics for exhibition attendance and for individual program attendance; to complete a final report on the form provided by ALA within 30 days of the exhibition closing; and to furnish ALA with samples of exhibition-related publicity materials produced by the host.

Shipping

- The ALA will make reasonable efforts to assure prompt delivery of the exhibit. However, ALA cannot be responsible for damages, financial or otherwise, incurred by the host institution as a result of delay in delivery or failure to deliver the exhibit due to circumstances beyond its control.
 - The host institution agrees to complete a Materials Request & Shipping Information form (*please see enclosed form*) and submit to ALA by September 23, 2011.
 - The National Constitution Center and the ALA reserve the right to cancel the exhibition tour at any time.
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To summarize, below are important upcoming deadlines:

1. **Letter of Agreement** – please sign and return to ALA by September 23, 2011
2. **Materials Request & Shipping Form** – please complete and return to ALA by September 23, 2011
3. **Required Programming Form** – please complete and return to ALA no later than one month prior to the start of your exhibition display period



Deb Robertson, Director, Public Programs
For the ALA Public Programs Office

Signature of host institution director

Name & Title (please print or type)

Date

Please return a signed copy of this document (keep a copy for your records) by September 23, 2011 to:
Sofiana Krueger, Project Coordinator
American Library Association, 50 E. Huron St., Chicago, IL 60611
phone: 312/280/5289; fax: 312/280/5759; e-mail: skrueger@ala.org

Lincoln: The Constitution and the Civil War Materials Request & Shipping Information Form

Please return this form to the ALA Public Programs Office by September 23, 2011 You may fax materials to the ALA Public Programs Office at (312) 280-5759 or e-mail a PDF to skrueger@ala.org

Dates of exhibit: February 20, 2013 - April 5, 2013

Brochures:

Each host site may request up to 700 brochures. Please order in 100s (e.g., 500, 700)

Number of brochures 500

Posters:

Each host site will receive 10 posters for exhibit promotion.

Brochures and posters will be sent to the project director 8 weeks prior to exhibition dates unless you request otherwise:

Please ship our materials **8 weeks prior** to exhibition dates.

OR

I'd like them to arrive by _____ (Date)

Shipping instructions for exhibit and materials

Please supply us with shipping instructions for your site. We will share this information with the exhibit shipper. Include any special instructions (i.e. available delivery times, holiday or other closures if relevant to your display dates, use of back door only, ramp access, tractor-trailer access, parking restrictions, etc.). Indicate exact street delivery address (no post office boxes, please).

Please type or print clearly:

Project director: Debra Moseley

Site name: George Memorial Library

Shipping address: 1001 Golfview Drive

City: Richmond

State: TX

Zip: 77450

Shipping details: _____

There is is not semitractor/trailer access to the building in which exhibit will be displayed.
Loading dock has a very steep pitch with a 12' clearance.
Please fax this sheet to the ALA Public Programs Office at (312) 280-5759 or e-mail a PDF to skrueger@ala.org by September 23, 2011.