



## **THE AUBURN AVENUE RESEARCH LIBRARY TRAVELING EXHIBIT**

### ***RESERVE IT TODAY FOR YOUR LIBRARY PROGRAM***

The traveling exhibit of the Auburn Avenue Research Library on African American Culture and History is now available to be borrowed and displayed at branch events within the Atlanta-Fulton Public Library System (A-FPLS).

Made possible with funding from the Atlanta-Fulton Public Library Foundation this collapsible traveling exhibit will make a great addition to branch programs while highlighting the research collections of the Auburn Avenue Research Library, a special library of the Atlanta-Fulton Public Library System.

The traveling exhibit includes a collapsible frame that expands to 7.3 feet height x 10 feet width x 3 feet deep. It weights approximately 80 pounds inside the wheeled shipping case. There are five panels, 15 magnetic locking arms, with two fabric end panels and two halogen overhead lamps that make up the entire exhibit kit.

The following guidelines allows for any branch within A-FPLS to reserve the traveling exhibit for use at branch programs.

## **Guidelines for Using the Auburn Avenue Research Library Traveling Exhibit**

- The AARL traveling exhibit is available for loan a maximum of 30 days. Request for use is based upon availability and is granted by the AARL Administration.
- The AARL reserves the right to cancel any reservations based upon the needs of the Research Library. The exhibit is not loaned during the month of February.
- Branch Managers requesting use of the AARL traveling exhibit should complete the Exhibit Request Form from the website and email the completed form to the AARL Reference and Research Division within 45 days of the event.
- The Request Form should include the date, time, and name of the event for which the exhibit is desired.
- Once approved, an AARL staff will transport and install the exhibit one day before the event. Any changes to the pre-arranged schedule should be reported to the designated staff at AARL Reference Desk at 404-730-4001 x100 as early as possible.
- An AARL staff person will retrieve the exhibit within 3 days after the event.
- This Exhibit is a unique and expensive promotional tool and it should be handled with care. Therefore, it is suggested that the exhibit be monitored daily by branch staff to make sure all panels are secured and it has not been damaged.
- In the event of loss or damage, AARL should be notified immediately and the Branch should follow the general procedures to report the incident to the Fulton County Risk Management.

## REQUEST TO BORROW THE AARL TRAVELING EXHIBIT

Name of the Event \_\_\_\_\_

Requested Borrowing period (*Inclusive dates*) \_\_\_\_\_ to \_\_\_\_\_

AFPLS Branch \_\_\_\_\_

AFPLS Branch Manager \_\_\_\_\_

AFPLS Branch phone \_\_\_\_\_

Manager Email Address \_\_\_\_\_

Secondary Branch Contact \_\_\_\_\_

Phone: \_\_\_\_\_

### Contact for the AARL Traveling Exhibit:

**Reference and Research Division Manager 404-730-4001 x100**

**Email or fax the completed form to:**

**[aarl.reference@fultoncountyga.gov](mailto:aarl.reference@fultoncountyga.gov)**

**FAX 404-730-5879**

**Auburn Avenue Research Library RRD Manager**

*The AARL Traveling Exhibit is made possible by a grant from the  
Atlanta-Fulton Public Library Foundation*



atlanta-fulton public library system

*Take your dreams off the shelf.™*