

Thinking About Creating An Exhibit? Start Here: Exhibits Strategy

Exhibit Concept & Layout

- Keep in mind that [SearchWorks](https://searchworks.stanford.edu) (searchworks.stanford.edu) is the main discovery and delivery platform for all content in the [Stanford Digital Repository](https://sdr.stanford.edu) (SDR - sdr.stanford.edu). In contrast, [Spotlight](https://exhibits.stanford.edu) (exhibits.stanford.edu) offers a supplemental set of tools to showcase selected content in the SDR, and the ability to selectively integrate both textual context and non-SDR content to help highlight a specific set of SDR content.
- Who do you anticipate will be the users of your exhibits site? What content might they be most interested in? Keep these things in mind when you review a few exhibits, as it will help you make choices regarding default item display, search, and the extent and nature of context you provide.
- The basic structure of an exhibit includes a home page, browse page, an about page, and optional feature page(s). Take a look at several exhibits on exhibits.stanford.edu and make a note of the page layouts you like that might work well for your content. A few different examples for each page type are listed below.
 - Home page
 - <https://exhibits.stanford.edu/american-enlightenment>
 - <https://exhibits.stanford.edu/herbert-matter>
 - <https://exhibits.stanford.edu/maps-of-africa>
 - Browse page
 - <https://exhibits.stanford.edu/secret-service/browse>
 - <https://exhibits.stanford.edu/harrison/browse>
 - <https://exhibits.stanford.edu/mss/browse>
 - About page
 - <https://exhibits.stanford.edu/rare-music/about/stanford-s-rare-music-collections>
 - <https://exhibits.stanford.edu/women-art-revolution/about/about-the-film>
 - <https://exhibits.stanford.edu/data/about/research-data-and-the-stanford-digital-repository>
 - Feature pages
 - <https://exhibits.stanford.edu/harrison/feature/major-projects>
 - <https://exhibits.stanford.edu/american-enlightenment/feature/online-exhibit>
 - <https://exhibits.stanford.edu/stanford-stories/feature/student-life-special-topics>
- Have you thought about the exhibit text you will write? It is best to draft in advance, and this is something you can get started on in cases where the content is in the process of being added to the SDR.

Content & Metadata

- Is your exhibit content in the SDR? Has all of the metadata been added to the items in the SDR? These tasks often represent a significant time investment, and need to be planned and scheduled ahead of time.
- At this time, display of metadata in Spotlight is limited. Users will be able to view full metadata on the [PURL](http://purl.stanford.edu) (purl.stanford.edu) page for each individual exhibit item in the SDR.

Planning & Scheduling

- As you are planning your exhibit, think about when you would like to publish. The timeline to complete your exhibit will depend on a number of variables including:
 - Is your content in the process of being added to the SDR, but not there yet,
 - Extent of metadata completeness (descriptions of your content in the SDR, used to create browse categories in Spotlight),
 - The time it takes you to build your exhibit pages, and
 - Review of your content by a member of the Spotlight service team is preferred prior to publishing.
- **If you know there are time constraints related to your exhibit**, (e.g., high profile donor demo), please give the Spotlight service team a heads up as early in your exhibit building process as possible, but no later than 4 weeks prior to your intended publication date.
- When you are ready to publish, please contact the service team so we can perform a pre-publication review. **Please allow at least one week for the review** and be aware any problems or issues identified will need to be resolved prior to publication.

**Questions? Contact the Spotlight Service Team:
exhibits-feedback@lists.stanford.edu**