**Leading the Way Exhibit Set-up and Packing Instructions**

This exhibit consists of five free standing, double-sided scrolls. They may be configured in any way, placed together in a group, or spread throughout the library. Choose a spot where both sides are accessible to the viewer and traffic can flow around them. Only display inside and out of breezy, wet, or dusty areas. Each scroll contains a double sided, retractable banner and collapsible pole for set-up. Each scroll comes in its own carrying bag.

Set-up:

1. Unpack the scroll and collapsible pole from the bag.
2. On the bottom of the scroll, turn the oval piece 90 degrees to stabilize the exhibit.
3. Put together the collapsible pole and insert it into the hole in the center of the top of the scroll.
4. Carefully, gripping either end of one side of the banner, unroll the banner.
5. Use the hook to secure the banner into the top of the vertical pole.
6. Repeat on the second side.
7. Repeat for all five scrolls.

Take-down:

1. Unhook the banner from the top of the vertical pole.
2. Carefully and slowly retract the banner down, gripping both sides of the top of the banner and allowing the banner to retract on its own.
3. Repeat on the second side.
4. Collapse the vertical pole.
5. Turn the oval piece on the bottom of the scroll 90 degrees for packing.
6. Return the scroll and the collapsible pole to the carrying bag.
7. Repeat for all five scrolls.

General tips:

1. Don't force the banners while opening and retracting them.
2. Keep them even by gripping at each end of the top of the banner.
3. Allow them to roll up gently, and if they get uneven, gently pull them out and then allow them to retract on their own.
4. To clean the scrolls: use a gentle cloth and warm water with a little mild dish soap. Wipe carefully, do not rub or scrape. Do not use chemical spray cleaners with ammonia or bleach. Be sure the scrolls are completely dry before they are retracted and packed.

Report problems to: Julie Edwards at U Montana: 406-243-0505 julie.edwards@mso.umt.edu