



## Consistent Approach to Exhibition Labelling (Policy)

### Background

Labels are used in the following areas of the Old Library:

1. For the Display Case where the *Book of Kells* is on view. These labels are changed at least three times annually or whenever the display pages are changed.
2. In temporary collection-based exhibitions in the Long Room. These labels are changed with each exhibition.
3. For the permanent displays in the Long Room, of the *Brian Boru Harp* and the *Proclamation of the Irish Republic*.
4. In some of the cases in the *Book of Kells* 'Turning Darkness into Light' exhibition. These labels are changed when the exhibits change.

### Labelling

- i. Labels are created with the aim to provide information about each individual object on display. This includes the collection/item reference number and a brief description of the object.
- ii. Where appropriate, wall panels, banners, leaflets and digital displays may be used to provide extra interpretative information. It may be necessary to provide Irish language versions of these complementary items.
- iii. The house style is Calibri, Verdana, or Arial font at point 14 depending on the exhibition.
- iv. The label for the *Book of Kells* display is Scala font with a minimum size of point 14, but up to point 22. This is in line with the Board-approved *Book of Kells* brand identity.
- v. Due to space limitations, all temporary exhibits and displays use labels and banners in the English language only. Permanent exhibits without rotational displays (specifically the *Brian Boru Harp* and the *Proclamation of the Irish Republic*) have labels provided in English and Irish.
- vi. The policy takes into consideration the requirements laid down in the following acts:
  - The Disability Act 2005 which the University is implementing with the assistance Trinity Disability Services;



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- The Official Languages Act 2003 which the University is implementing with the assistance of Oifig na Gaeilge (Irish Language Office).
- vii. Labels are positioned to maximize their visibility for all visitors. Lighting levels are set to provide visibility of labels without compromising the safety of the exhibit. Lighting levels are set at 50 lux and are subject to regular checks.

### **Review period**

This policy will be reviewed after five years, or earlier should conditions require it: 2025.