

ASSEMBLING THE UNITS ...

Read these directions completely before you begin to assemble the exhibit.

Work with two people to set up or take down the exhibit.

1. Roll the crate to where the exhibit unit will be displayed.

Once the unit is assembled, it will be awkward to move.



Step 1

2. Lay the crate down on its side with the largest side (the top) facing up.

Unbuckle the straps on the sides of the crate.



Step 2

3. Lift off the top of the crate while holding the four corners. Set it aside.



Step 3

4. Remove the storage trays with the header units. Set them aside.



Step 4

5. Turn the crate over so the exhibit unit is face down on the floor. Hold the unit while turning the crate over.



Step 5

6. Grasp the four corners of the crate and lift it off the exhibit unit.

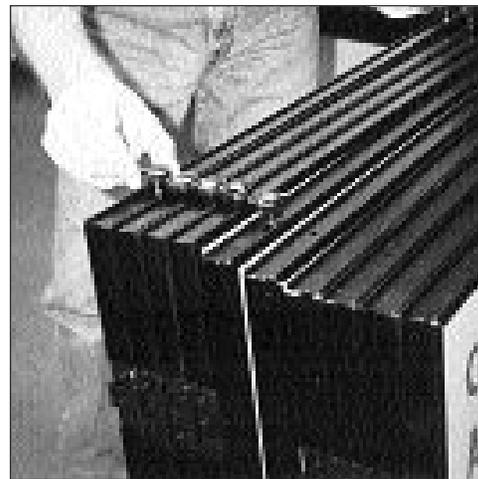


Step 6

7. Check the feet on the bottom of the exhibit unit. They should be screwed in all the way and flush against the metal frame. If not, turn them clockwise to screw in.

These feet will be used to level the exhibit unit.

Note: it is not necessary to turn the exhibit unit on end as shown in the illustration to check the feet.



Step 7

8. Turn the exhibit unit so that it is upright and rests on its feet.

Unbuckle the strap from the unit.
Place it back in the case for storage.



Step 8

9. The units are unstable in steps #9, #10 and #11. Always work with two people during these steps.

One person must hold the five panels upright with the panel feet firmly on the floor. (person on left in the photo).

The second person must grasp the remaining five panels (without feet) and raise them upright. A third person may be required to help swing the panels upright if they feel heavy. Hold the top and bottom panels together.

10. The top five panels should sit directly on the bottom five panels. Align them if they do not.
- 11.



Step 9



Step 10



Step 11

12. To level the unit, unscrew the feet on the bottom of the exhibit panels. All feet must be touching the floor. If not, extend them so that they are.

When the unit is properly level, the top and bottom panels will lock together automatically.



Step 12

13. Install the header units by inserting the flat rods on each end into the slots in the sides of the frames. All panels are numbered. Refer to the replacement codes on the back of the exhibit panels to determine correct placement of the headers.



Step 13

PACKING THE UNITS...

Work with two people for Steps #2 through #4.

1. Remove the header units and return them to the storage trays.
2. Working from the center, close (fold) the exhibit panels into one unit.
Fold the top five panels of the unit down onto the bottom panels.
(Reverse of Steps #9 through #11 in Assembling the Units). If the unit does not fold easily, **DO NOT FORCE**. The top should fold easily down onto the bottom when folded in the correct direction.
3. Fasten the nylon strap around the unit, placing the buckle on the side of the unit. Do not position the buckle against a graphic panel. It will damage the panel surface.
4. Place the unit back in the crate.
Buckle the straps on the top and sides of the crate.



Step 1



Step 2



Step 3



Step 4

REPLACING A DAMAGED PANEL . . .

Refer to the Replacement Codes in the Site Support Notebook to identify the code for the damaged panel.

Contact the Audrey Johnson at the American Library Association, Public Programs Office at 1-800-545-2433, ext. 5045 to order a replacement panel

Read these directions to avoid unnecessary labor and possible damage to the exhibit unit.

1. If the exhibit unit has already been set up, remove the headers. Close and fold the unit as if it were being returned to the crate. See Steps # 1 and #2 in Packing the Units.

2. Open the folded exhibit unit like a screen.

Make sure the feet are on the top of the folded unit, not on the floor. (See illustration in Step #7, Assembling the Units.) If the feet are not on top, close up the unit and turn it around so that they are.

3. Using your hands, work the top edge of the frame loose.

Loosen the end of the frame and lift up to remove the strip.

Do not try to loosen both ends at the same time.

Note: Removing a frame edge can be difficult. Do not use metal tools or sharp implements to remove the strip as this will damage the frame.



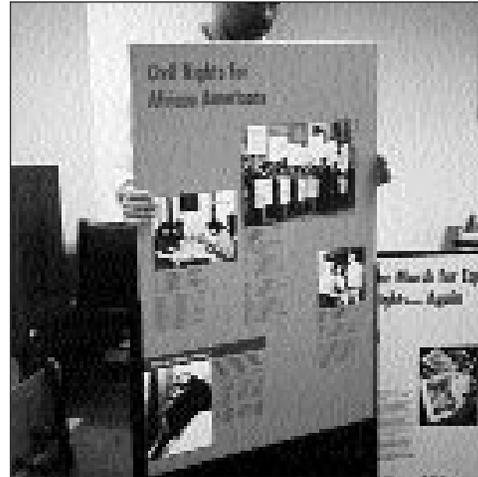
Step 2



Step 3

4. Slide the damaged panel out of the frame and replace it with the new panel.

Check the visual orientation of the panel to make sure it matches the others on that side of the unit.



Step 4

5. Replace the frame edge and press firmly to secure in place.



Step 5

6. Fold the unit into one section and begin with Step #9 *Assembling the Units* to set up the exhibit again.



Step 6