

# Museum Exhibit Checklist



MUSE1	Facility Name:	
MUSE2	Number of exhibits assessed:	_____ exhibits
MUSE3	Name/location of exhibit(s):	
MUSE4	Is there a continuous unobstructed route of travel from entrance to the exhibit(s)?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE5	Is the route of travel well-lit?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE6	Describe the surface of the route of travel:	
MUSE7	Slope of route of travel (at its steepest incline):	_____ % (enter 0% if flat)
MUSE8	Width of route of travel (at its narrowest point):	_____ inches (at least 36")
MUSE9	Overall, is there clear space around exhibits and areas of 60" or more in diameter?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE10	Overall, are table case exhibits 36" in height or less from the floor?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE11	For exhibits that are interactive or "hands-on," is the height of the exhibit between 15" to 48" if unobstructed or 15" to 44" if obstructed?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE12	Overall, are photographs available for items that require high mounting or low lighting?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE13	Overall does the lighting of exhibits allow for easy reading/viewing?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE14	Are pictures used along with words in exhibits?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE15	For exhibits that are visual images, are there audio description services?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE16	Overall, does print on exhibits follow guidelines for font size? (less than 3" viewing distance = 24 point font, 39" viewing distance = 48 point font, 78" viewing distance = 100 point font, 118" viewing distance = 148 point font)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
<b>Complete the following information for <u>each</u> distinct exhibit area</b>		
MUSE17	Name of exhibit #1:	
MUSE18	Type of exhibit:	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
MUSE19	Overall, is there an accessible route of travel throughout this exhibit area? (accessible means firm surfaces, 36" wide pathways, clear of obstacles, and well-lit)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE20	Overall, are items within this exhibit within average line of site?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE21	Comments regarding this exhibit area:	
MUSE22	Name of exhibit #2:	
MUSE23	Type of exhibit:	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
MUSE24	Overall, is there an accessible route of travel throughout this exhibit area? (accessible means firm surfaces, 36" wide pathways, clear of obstacles, and well-lit)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE25	Overall, are items within this exhibit within average line of site?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE26	Comments regarding this exhibit area:	
MUSE27	Name of exhibit #3:	
MUSE28	Type of exhibit:	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
MUSE29	Overall, is there an accessible route of travel throughout this exhibit area? (accessible means firm surfaces, 36" wide pathways, clear of obstacles, and well-lit)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE30	Overall, are items within this exhibit within average line of site?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE31	Comments regarding this exhibit area:	

MUSE32	Name of exhibit #4:	
MUSE33	Type of exhibit:	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
MUSE34	Overall, is there an accessible route of travel throughout this exhibit area? (accessible means firm surfaces, 36" wide pathways, clear of obstacles, and well-lit)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE35	Overall, are items within this exhibit within average line of site?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE36	Comments regarding this exhibit area:	
MUSE37	Name of exhibit #5:	
MUSE38	Type of exhibit:	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
MUSE39	Overall, is there an accessible route of travel throughout this exhibit area? (accessible means firm surfaces, 36" wide pathways, clear of obstacles, and well-lit)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE40	Overall, are items within this exhibit within average line of site?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE41	Comments regarding this exhibit area:	
MUSE42	Name of exhibit #6:	
MUSE43	Type of exhibit:	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
MUSE44	Overall, is there an accessible route of travel throughout this exhibit area? (accessible means firm surfaces, 36" wide pathways, clear of obstacles, and well-lit)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE45	Overall, are items within this exhibit within average line of site?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE46	Comments regarding this exhibit area:	
MUSE47	Name of exhibit #7:	
MUSE48	Type of exhibit:	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
MUSE49	Overall, is there an accessible route of travel throughout this exhibit area? (accessible means firm surfaces, 36" wide pathways, clear of obstacles, and well-lit)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE50	Overall, are items within this exhibit within average line of site?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE51	Comments regarding this exhibit area:	
MUSE52	Name of exhibit #8:	
MUSE53	Type of exhibit:	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
MUSE54	Overall, is there an accessible route of travel throughout this exhibit area? (accessible means firm surfaces, 36" wide pathways, clear of obstacles, and well-lit)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE55	Overall, are items within this exhibit within average line of site?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
MUSE56	Comments regarding this exhibit area:	
MUSE57	Additional comments/additional information regarding exhibits:	
	<i>Attach more sheets if needed</i>	

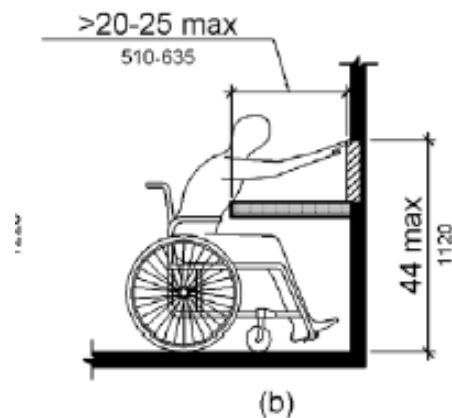
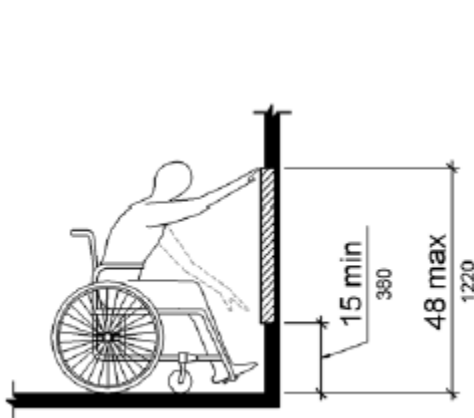
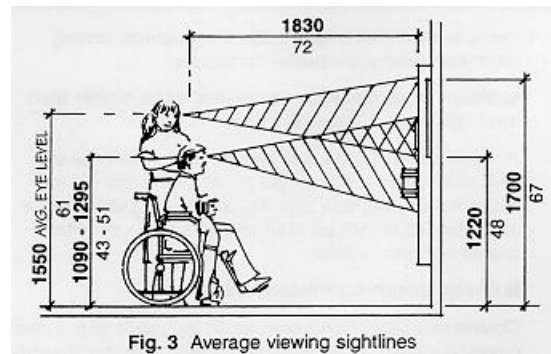
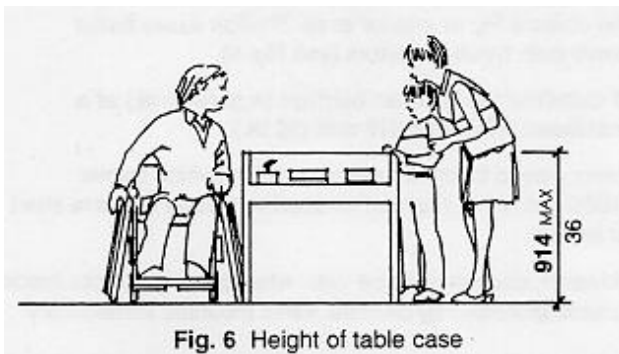
## Museum / Exhibit Checklist Information

### General information about completing the Museum Exhibit Checklist:

- Use this tool to assess exhibits at museums, nature centers, historical sites and any other venue that might have an exhibit or display.
- If a site has more than 8 exhibit areas, you may need to print additional pages of page 2 of this tool to assess additional areas.
- While a museum may exhibit hundreds of items such as pieces of art, paintings, etc., you will not assess every individual case and display. Instead, assess each area or room as a whole. For example, a museum may have many different rooms, such as the *Medieval Room*, the *Renaissance Room*, and the *Twentieth Century Room*. Use the tool to name each different room or display area and answer the questions as they relate to that area.

### Additional Information for Completing the Museum Exhibit Checklist:

- The top of a case should be constructed at a maximum of 36 inches above the finished floor for items that are mounted flat on a pedestal or deck. For larger items, case height should be as small as possible.
- Exhibition barriers (e.g., railings) should be constructed at a maximum height of 36 inches. Items placed below an average-height exhibit barrier cannot be seen by people who are short or seated.
- Photographs should be provided within an exhibition space to give accessibility to objects that require a high mounting position and/or low lighting.
- Items essential to the exhibition's main theme must be accessible to people by tactile examination (e.g. touching artifacts, reproduction, models) and/or comprehensive audio description.
- Audio descriptions should be provided for those objects that cannot be touched or that offer little information through touch (e.g., watercolors).



### Additional Resources:

- Smithsonian Guidelines for Accessible Exhibition Design:  
<http://accessible.si.edu/pdf/Smithsonian%20Guidelines%20for%20accessible%20design.pdf>