



BOISE STATE UNIVERSITY

Interior Signage Standards

(as of December 2017)

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1. PURPOSE

The purpose of the interior signage manual is to provide a set of guiding principles for all interior signage on the Boise State University campus. This manual serves to provide wayfinding information to ensure the safety and security of students, staff, faculty and visitors.

Signage and graphics are defined as:

- a. Any object that reflects association with the university and is designed to be seen from a public area or within a university facility.
- b. Any object placed within a public area, on or within a university facility that is intended to communicate information, identification, or direction through the use of letters, words, numbers, symbols, pictures or patterns.

This manual includes guidelines for the following interior sign types:

1. Directional
2. Room name
3. Restroom
4. Core building signs
5. Door and wall vinyl
6. Donor Signage
7. Other applications
 - a. Document inserts
 - b. Grab bars
 - c. Cork board strips
 - d. Nameplates

2. SIGNAGE GUIDELINES

INTRODUCTION

This Boise State University Interior Signage Manual describes the processes and standards required to assure a high-quality and consistent visual presence on campus to achieve functionality, while also reinforcing university values, brand and aesthetics.

All interior building signage on Boise State University owned properties must follow the guidelines and standards within this document. All signage requests must be submitted to and produced by the Boise State University Sign Shop unless otherwise noted.

Any signage requests deviating from the standards outlined in this manual must be submitted for approval of the Chief Operating Officer, or his/her appointee, and the University Brand Committee. All signs must comply with university policies, including the Sign Policy (Boise State University Sign Policy #9100), as well as any Brand Standards (found at brandstandards.boisestate.edu).

In addition, any temporary or permanent banner requests for campus must go through the same approval process, while also complying with the University Sign Policy (#9100), the Campus Posting and Distribution of Materials Policy (#10010) and the Open Spaces Use Policy (#1100).

GENERAL GUIDELINES

The following information should guide all signage and/or banner requests.

1. All requests for permanent signs, temporary signs, banners or other forms of visual communication must be submitted to the Sign Shop and, if needed, reviewed and approved in advance by the Chief Operating Officer, or his/her appointee, the University Brand Committee and, depending on the request, Campus Planning and Facilities and the Facilities Planning Council.
2. Installed signs are always subject to review, alteration or removal.
3. All signage and branding associated with new construction design must be approved in advance by Campus Planning and Facilities and the Facilities Planning Council.
4. Installation of all signage and visual communication systems must be managed by Campus Planning and Facilities and/or Boise State Sign Shop.
5. When needed, requests will be reviewed for:
 - a. Aligning to the interior signage standard set forth in this document
 - b. Appropriate mission message
 - c. Structural viability
 - d. Maintenance costs
 - e. Anticipated display duration
 - f. Color pallet
 - g. Graphics

- h. Fonts and sizes
- i. Brand
- j. Materials
- k. Structural design
- l. Construction complexity
- m. Financial arrangements
- n. Advancement office coordination

Generally, requests for permanent signs or banners that do not compliment the overall campus message will be disapproved. Temporary signs should be used for individual program or event messages. Auxiliary units are responsible to comply with these policies and shall fund any associated costs.

PROJECTS EXCEEDING SIZE/SCOPE LIMITS

The Boise State Sign Shop is the primary vendor for interior signage created for campus facilities. In some instances, requests made may be too large for the Sign Shop to produce, due to limitations on equipment and/or time frames.

All single signs or banners that fall into a large scope project should be first given to the Sign Shop for production. If the Sign Shop is not able to produce the request, the use of a Boise State licensed vendor is required. Licensed vendors can be found at licensing.boisestate.edu.

The Boise State Sign Shop will assist in coordinating project requests with all appropriate parties, including: the customer, University Brand Committee, the Chief Operating Officer or his/her appointee, Campus Planning and Facilities, Trademark Licensing and Enforcement, and the approved licensed vendor for the project.

COORDINATING UNIVERSITY POLICIES/STANDARDS

For user reference, the following university policies dictate regulations and procedures for all signage and banners on campus:

1. University Sign Policy #9100 (policy.boisestate.edu)
2. Campus Posting and Distribution of Materials Policy #10010 (policy.boisestate.edu)
3. Open Spaces Use Policy #1100 (policy.boisestate.edu)
4. Brand Standards signage guidelines (brandstandards.boisestate.edu/signage)

REMOVAL OF SIGNS

All signs must be removed by the Boise State Sign Shop or Campus Planning and Facilities. No sign is to be removed independently or without approval. If a sign has been removed and not done so by the designated parties above, the department is subject to damage and/or replacement costs of the sign.

3. PROCEDURES

This manual has been developed to provide a uniform system of signage that meets the university's aesthetic and wayfinding guiding principles, as well as applicable statutory requirements. The university, Sign Shop, and Campus Planning and Facilities are responsible for maintaining the manual and the policies and procedures relating to the assignment of room numbers and signage in university buildings.

The interior signage procedures ensure that:

1. Room numbers are uniquely assigned within a building
2. Signage conventions follow the university's rules and good wayfinding practices
3. Statutory-compliant signage (federal, state, and city) is designed and installed
4. Changes in room numbering are recorded
5. Changes are reported to other university data systems in a timely fashion

SIGNAGE INSTALLATION AND REPLACEMENT

The responsibility for the installation and maintenance of signage is shared by the university, Sign Shop, and Campus Planning and Facilities and space occupants, following these guiding principles:

1. The university, Sign Shop and Campus Planning and Facilities are responsible for the installation and maintenance of statutory and wayfinding signage. This includes entrance, exit, elevator, stairwell signage, identification of restrooms, mechanical rooms and other service room areas, accessible access and emergency egress signage as required by code. Renovation and construction project budgets are required to cover the expense of installing or replacing signage in the affected project area (see *Procedures for Signage Installation as Part of A Renovation or Construction Project* section in this manual).
2. Space occupants are responsible for the expense of the replacement and maintenance of signage in program space. This includes office, conference room, classroom, and laboratory room number identification signs, and any program-related informational signs, such as building directories or wayfinding, shall be completed in consultation with the Sign Shop and Campus Planning and Facilities.
3. All signage is to be installed, removed or updated by only the Boise State Sign Shop, or by Boise State Facilities Operations and Maintenance if designated by the Sign Shop.

PROCEDURES FOR SIGNAGE INSTALLATION AS PART OF A RENOVATION OR CONSTRUCTION PROJECT

1. The modification or installation of signage is a required expense of any renovation or construction project.

- a. The project must cover the replacement of all signage in the affected areas, including building common area signage, wayfinding and any code-required signage.
 - b. Signage must meet the standards outlined in this manual and be aesthetically compatible with the building. The Sign Shop and Campus Planning and Facilities, in consultation with Architectural and Engineering Services Project Managers, manage the design and installation of signs.
 - c. Campus Planning and Facilities is responsible for the assignment or review of assignment of both room numbers and interior signage.
2. Signage requests should be made to Campus Planning and Facilities.
 - a. For new construction projects, Architectural and Engineering Services Project Managers (or project signage consultant) will submit a written signage program, specifying the proposed signage family, style, and locations of signage to be installed in the building. The submittal should include a schematic drawing/map and a sign schedule/room number inventory showing type of sign and sign message.
 - b. For renovation projects, general procedures include:
 - (1) filling out the Information Planning Summary for Renovation Projects; (2) providing a schematic drawing of space requiring signage and/or renumbering.
 - i. For larger renovations (full building or whole floors), provide a Signage Program as described for new construction.
 - ii. For smaller renovations (partial floor or a few rooms), show the proposed signage changes on a schematic drawing.
 3. Campus Planning and Facilities will review the Signage Program, and provide comments and/or dated sign-off of the review process in writing.
 4. Any subsequent changes in the signage program should be reported to and approved by Campus Planning and Facilities.
 5. Prior to finalization of the signage fabrication/installation plans, Campus Planning and Facilities will review the final signage schedule (by room number inventory showing type of sign and sign message) and prototype sign.

PROCEDURES FOR REPLACING MISSING OR DAMAGED SIGNAGE

Requests for replacement of missing or damaged signage should be submitted to Campus Planning and Facilities, who will carry out and on-site inspection and determine the need, scope, and expense of the replacement signage.

4. AMERICANS WITH DISABILITIES (ADA) REQUIREMENTS

All university signage must comply with scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by federal agencies, including the Department of Justice and the Department of Transportation, under the ADA.

Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and Facilities, Appendix A, Part 1191 has been used as the governing reference for this manual. Signage required to be accessible by 4.1 shall comply with the applicable provisions of 4.30.

For technical assistance and to obtain a copy of the ADAAG:

U.S. Architectural and Transportation Barriers Compliance Board (Access Board)
1331 F Street, N.W., Suite 1000
Washington, D.C. 20004-1111

Tel: (800) 872-2253
TTY: (800) 993-2822
Fax: (202) 272-0081
ta@access-board.gov
<http://www.access-board.gov/>

5. TEXT, BRAILLE, PICTOGRAMS AND COLORS

1. Text character proportion
 - a. Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.
2. Raised and braille characters and pictorial symbol signs (pictograms)
 - a. The Unified English Braille (UEB) is the approved standard.
 - b. Letters and numerals shall be raised by 1/32 inches (0.8 mm) minimum, uppercase, Gotham Book Narrow type and shall be accompanied by UEB.
 - c. Raised characters shall be at least 5/8 inches (16 mm) in height, but no higher than 2 inches (50 mm).
 - d. Pictograms shall be accompanied by the equivalent verbal description placed directly below the pictogram; the order dimension of the pictogram shall be 6 inches (152 mm) minimum in height.
3. Colors
 - a. All signage backgrounds shall be the designated blue or silver options.
 - b. All type shall be white on blue backgrounds, or blue on silver backgrounds.

FONT

GOTHAM NARROW BOOK

Gotham Narrow Book is the primary font to be used on campus interior signage. Lettering should be shown in white on blue backgrounds and in blue on silver backgrounds.

GOTHAM NARROW MEDIUM

Gotham Narrow Medium will be used only in instances where a bolder typeface is necessary.

Any changes in font will need to be approved by the Interior Signage Committee.

Gotham Narrow Book (standard)

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p
q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

***Gotham Narrow Medium** (* Must be approved prior to use)

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p
q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0

Remember: Never oblique, condense or alter letter spacing when using Gotham Narrow.

FONT REASONING

Character Proportions

The stroke width of the upper case “I” has to be 15% of the letter height or less.

The character width of the uppercase “O” must be between 55% and 110% of the height of the corresponding uppercase “I”.

Copy Height for Tactile Information

Limited to be between 5/8” and 2”.

(If separate visual characters are provided raised characters can be 1/2” and need not contrast with background).

Tactile Font Character Spacing

The distance between characters on tactile copy must be a minimum of 1/8” and a maximum of 4 times the character stroke width. These distances are measured between the closest points of adjacent characters.

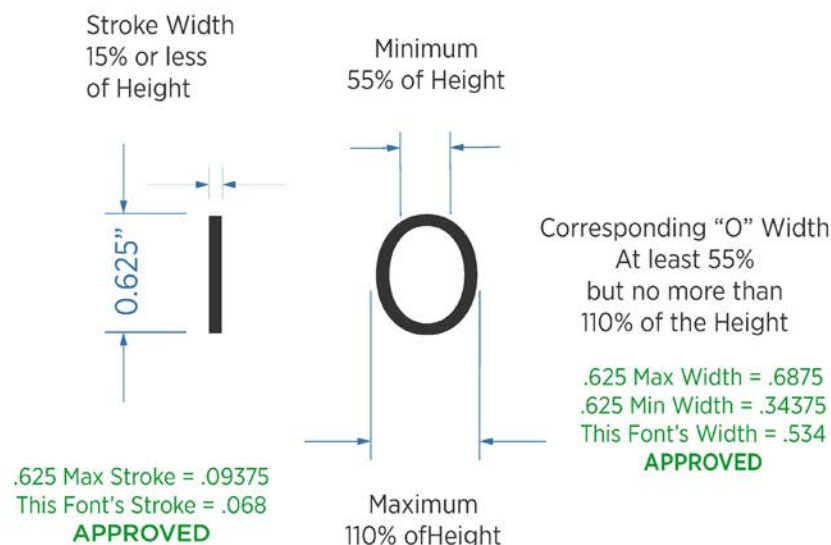
Tactile Font Line Spacing For Multiple Lines of Raised Copy

Spacing between lines of copy to be a minimum of 135% and maximum of 170% of the corresponding uppercase “I” height (measured from baseline to baseline).

Gotham Narrow Book was chosen after a case study was completed to determine the best and most effective font for Boise State signage needs and existing brand standards.

Additionally, ADA lettering requirements for braille and raised letters was considered during this study.

GOTHAM NARROW BOOK



PICTOGRAMS

Approved Boise State University pictograms should be used on all appropriate signage. These pictograms will be used based on ADA guidelines and Boise State standards.

If a pictogram is not shown on this manual, or if a deviation from the shown standard is needed, a request will need to be made to the Chief Operating Officer or his/her appointee, the Sign Shop and the University Brand Committee.



In Case of Emergency



Stairs



Elevator



Directional Arrow



Information



Women



Men



All User



First Aid



Parking



Accessible



Baby Changing Station



Nursing Mothers Room



Recycle



Bike Storage



Landfill



ATM



Vending



Defibrillator



Eye Wash



Fire Extinguisher



Telephone



Hearing Impaired



Safety Shower



Shower



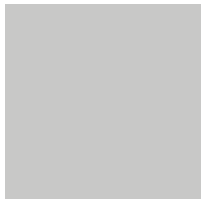
BLUE

Pantone: 286C
CMYK: 100c + 66m + 0y + 2k
RGB: 0, 57, 166
Hexidecimal: #093247a



ORANGE

Pantone: 172C
CMYK: 0c + 75m + 95y + 0k
RGB: 249, 70, 28
Hexidecimal: #f1632a



GRAY

Pantone: Cool Gray 3
CMYK: 21c + 16m + 17y + 0k
RGB: 200, 200, 200
Hexidecimal: #c8c8c8



WHITE

Pantone: White
CMYK: 0c + 0m + 0y + 0k
RGB: 255, 255, 255
Hexidecimal: #ffffff

COLOR PALETTE

Color is an integral part of the Boise State University identity. To maintain recognition of the identity, the official Boise State color palette must be used, recognizing that blue is the dominant color.

Due to limitations of digital printing process technology, consistent and accurate color reproduction shown in this manual cannot be assured. For accurate color representations, please refer to the Pantone Matching System (PMS).

GRAY USED AS A METALLIC/SILVER

Boise State interior signage standards include a silver/brushed nickel finish which is used as a deviation from the university's standard gray. This finish should be used in all silver signage applications.

WHITE/BLUE TEXT AND CHARACTERS

White is to be used as the text and character color when on a blue background. Blue is to be used as the text and character color when on a silver background.

6. MOUNTING GUIDELINES

1. UNOBSTRUCTED

Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door (image A), or the call button side of an elevator door.

2. OBSTRUCTED

Where there is no wall space adjacent to the latch side of the door (images B and C), including at double leaf doors (images D and E), signs shall be placed on the nearest adjacent wall.

3. SIDE LIGHT

Where there is a side light adjacent to the latch side of a door, signs shall be placed on the side light (image F), 2 inches from the latch side of the side light frame, and a vinyl backer shall be applied to the glass surface.

4. MOUNTING HEIGHT

Mounting height shall be 60 inches (1525 mm) above the finished floor to the centerline of the sign. Mounting location for such signage shall be fixed so that a person may approach within 3 inches (76 mm) of signage without encountering protruding objects or standing within the swing of the door.

5. OVERHEAD SIGNAGE

Mounting height for all overhead or cantilevered signage shall be 80 inches (2032 mm) above the finished floor to the bottom of the sign.



A. UNOBSTRUCTED



B. OBSTRUCTED - OBJECT



C. OBSTRUCTED - ADJACENT WALL



D. OBSTRUCTED - DOUBLE DOORS (ON WALL)



E. OBSTRUCTED - DOUBLE DOORS (ON DOOR)



F. SIDE LIGHT

7. FAMILIES OF INTERIOR SIGNAGE

1. DIRECTIONAL SIGNAGE

Signs include the identification of departments and offices, as well as trailblazers and directories.

- a. Directories, poster snap-frame
- b. Department name sign
- c. Department blade sign
- d. Trailblazer sign
- e. Department name window vinyl

2. ROOM SIGNAGE

Signs include any signage that will be placed permanently adjacent to the door, including room numbers, room names, and maximum occupancy signage.

- a. Standard and alternate room signs
- b. Small standard and alternate room signs
- c. Cubical sign
- d. Maximum occupancy

3. RESTROOM SIGNAGE

Signage for restrooms, showers, changing stations, accessible restrooms and lactation rooms. Pictograms will be used as needed based on the individual room and its features.

- a. Restroom, women
- b. Restroom, men
- c. Restroom
- d. Restroom and shower
- e. Lactation room
- f. Restroom blade sign

4. CORE BUILDING SIGNAGE

- a. Elevator signage
 - i. Every elevator car in every building must be permanently marked to correspond with the building car position indicator.
 - ii. The car position indicator shall consist of numbers, letters or a combination thereof that identifies the position of each elevator car by its shaft in the building relative to the other elevator banks. Example: one located on the east side of the building and one located on the west side; if each elevator bank consists of four elevators, then car position and indicators for that building could consist of "1E", "2E", "3E", and "4E" for east side elevators, and "1W", "2W", "3W", and "4W" for

west side elevators.

- iii. All elevator hoist way entrances shall have raised and braille floor designations provided on both jambs; this signage is to be provided by the elevator contractor.

b. Restricted area signage

Signs should be placed indicating a restricted area, along with contact information for access if needed.

c. Physical address signage

Facilities that have signage that does not include an accessible physical address (in braille and raised lettering), should include an accompanying sign or free standing physical address sign.

d. Stairwell signage

- i. Stairwell entrances must be permanently marked to correspond with the stairwell identification.
- ii. The identifications shall consist of a combination of words and numbers that identify the position of the stairwell in the building relative to other stairwells. If, for instance, a building has two stairways, one on the north and one on the south side of the building, then the identifications could be marked "North Stair 1, North Stair 2, etc." and "South Stair 1, South Stair 2, etc." Other floors or directions can be applied respectively.
- iii. Stairwell entrances must be permanently marked to display re-entry location information on the occupancy side (the side where the stairs themselves are located).

e. Accessibility signage

Facilities and elements that are required to be identified as accessible by code shall use the international symbol of accessibility.

f. Area of refuge/Area of evacuation assistance

Facilities that are identified as "Area of Refuge" or "Area of Evacuation Assistance" should be properly identified. This sign is to include the physical address of the building, as well as raised lettering and braille.

g. Evacuation signage

Evacuation maps and signage will be produced by the Boise State Sign Shop. The printed sign will be completed with the

assistance of Campus Planning and Facilities to confirm all needed markings.

h. Exit signs

Exit signs that are created in addition to those required by code will be displayed on the adjacent wall of an exit door.

i. Courtesy phone signage

Courtesy phones are located in select buildings on campus. Courtesy phone signs should accompany each of these phones and is to include security/emergency information.

m. Environmental control signage

Environmental control signage, such as Peanut Free and Fragrance Free Zones, are used only through the coordination of proper accommodations with Human Resource Services and the Educational Access Center.

5. DOOR AND WALL VINYL SIGNAGE

a. Door vinyl

Door vinyl applications are available in blue (two design options), orange, or gray. Each design option includes the university signature mark, while options to add a department name are available. All applications and designs must be approved by Boise State Campus Planning and Facilities.

b. Wall vinyl

Wall vinyl applications are available for a blue or white background and include the university signature mark. Options to add a department name are available. All applications and designs must be approved by Boise State Planning and Facilities' Interior Designer.

No window vinyls other than the university standard are permitted unless it falls within the university marketing plan and has been approved by University Communications and Marketing.

6. DONOR SIGNAGE

The naming of campus buildings, structures, programs and facilities for donors must be coordinated through University Advancement and the University Naming Committee in accordance with University Policy #11000.

The vernacular, placement and size of all donor signs are to be approved by Boise State's Vice President of University Advancement (VPUA) or his/her designee. In accordance with University Policy #9100, the Signage Committee shall work with University Advancement Donor Relations on the designs of the signs, as Donor Relations oversees the development of donor recognition signage. The design of the signs shall be consistent with the

general university interior signage standards as set out herein and shall ensure:

- a) Consistent and appropriate recognition of major donors at Boise State
- b) Use of high-quality signage materials in all donor recognition applications
- c) Consistency with Boise State's signage standards manual
- d) Adherence to Boise State's brand standards and graphic identity system

More detailed standards are forthcoming. In the meantime, please submit any requests for donor signage approval to Linda Riley, Director of Donor Relations, University Advancement (lindamriley@boisestate.edu) on behalf of University Advancement, with a copy to Rachael Bickerton, Director of Trademark Licensing and Enforcement (rachaelbickerton@boisestate.edu) on behalf of the Signage Committee.

7. OTHER APPLICATIONS

a. Document inserts

Options are available in 8.5 inches by 11 inches and 11 inches by 17 inches, portrait or landscape. Insert holders include a brushed metal finished edge and clear plastic protection surface.

b. Grab bars

Available in a brushed nickel finish and should be mounted below the standard or alternate room sign.

c. Cork mounting strips

Should be mounted below the standard or alternate room sign.

d. Nameplates

Available on a blue background, white engraved letters, never to be mounted. Only to be used with coordinating nameplate holder and placed on a countertop or desktop.

8. ART COLLECTION SIGNAGE

a. Interior labels

b. Interior interpretive signage

c. Exterior art collection/public art interpretive signage

8. SIGNAGE DIAGRAMS AND SPECIFICATIONS

The following pages include signage diagrams and specifications for the most common and required signs used on campus. All signage should comply with these standards. Any deviation from these standards requires a request and approval from the Chief Operating Officer or his/her designee and/or Boise State Campus Planning and Facilities and/or Boise State University Brand Committee.

Any questions regarding these standards may be submitted to the Chief Operating Office.

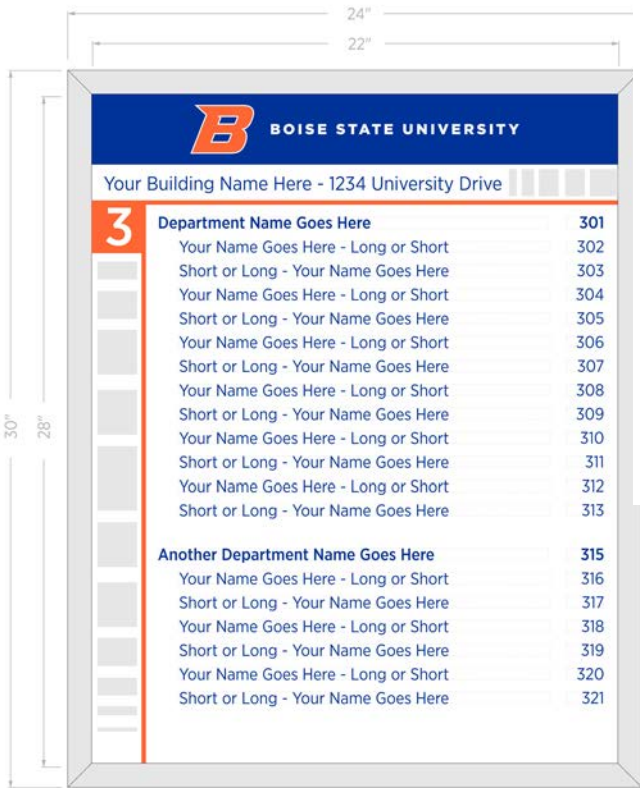
POSTER SNAP-FRAME DIRECTORY

Standard Directory signage is 22 inches by 28 inches. Poster Snap-Frame in brushed nickel. The directory is printed by the Boise State Sign Shop and can be updated as changes occur.

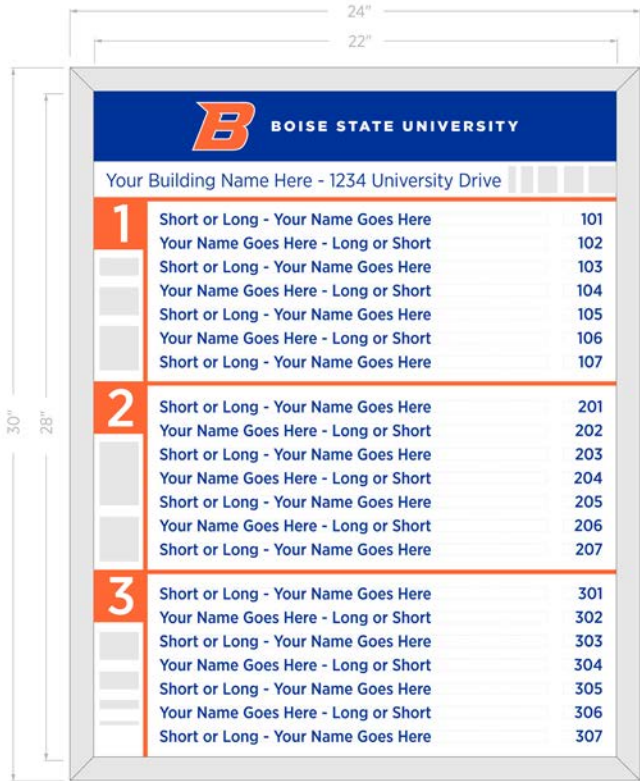
A main floor directory template is available for buildings with multiple floors. This directory lists departments located on each respective floor.

A single floor directory template is available for single floors and includes the department name, occupants and classrooms or labs.

Restrooms and other rooms may be added, if necessary.



Single Floor Directory - Snap Frame Poster



Main Floor Directory - Snap Frame Poster





DEPARTMENT NAME SIGN

A department name sign comes in standard (24"x11") or oversized (36"x16.5") size options on a blue background.

The department name sign is created by the Boise State Sign Shop with vinyl white letters applied.

No physical address is included on the department name sign.

MATERIALS

BOTTOM PANEL: 3 mil. Brushed Silver Alupanel (Aluminum/PVC Composite)

TOP PANEL: 3 mil. Blue Alupanel (Aluminum/PVC Composite) mounted to bottom panel and to wall with 5/8" aluminum stand-off fasteners with sheet rock wall anchors (or other appropriate anchors as needed)

ORANGE STRIPE: Gerber High Performance Vinyl 220-14, 2 mil. Bright Orange applied to top of Tactile Material

VINYL TEXT: Gerber High Performance Vinyl 220-20, 2 mil. Matte White

DEPARTMENT BLADE SIGN

A department blade sign is available on a clear frosted panel with blue text.

The department blade sign is created by the Boise State Sign Shop with vinyl blue letters applied to the clear frosted surface.

No physical address is included on the department blade sign.

Blade signs are intended to hang at 80" above or near a doorway.

Blade signs are used in addition to standard ADA signage next to the door to increase visibility to the location of these specific rooms.

MATERIALS

SIGN PANEL: 1/4" clear acrylic with brushed aluminum vinyl background panels.

VINYL TEXT: Gerber High Performance Vinyl 220-20, 2 mil. Sapphire Blue

HARDWARE: Gyford Stand-off Systems; Reno, NV.



A trailblazer sign comes in designated sizes (based on the location) on a blue background.

The trailblazer sign is typically used to identify multiple tenants and give directional information. Other information may be added, if necessary.

Trailblazers are intended for directional purposes and need to include only essential wayfinding information. Restrooms and other room names do not need to be included on the trailblazer sign unless essential for wayfinding.

Technical drawing of a blue directional sign with white text and arrows. The sign is 24 inches wide and 18 inches high. It features four mounting holes (5/8 inch stand-off fasteners) and rounded corners (1/2 inch radius). The text is organized into four sections, each with an arrow pointing left, right, or up. A red horizontal line is at the bottom.

Dimensions and Callouts:

- Overall Width: 24"
- Overall Height: 18"
- Top Mounting Hole Spacing: 23"
- Bottom Mounting Hole Spacing: 23"
- Left Side Mounting Hole Spacing: 18"
- Right Side Mounting Hole Spacing: 18"
- Top Corner Radius: 1/2" Radius
- Bottom Corner Radius: 1/2" Radius
- Mounting Fastener: 5/8" Stand-off Fastener

Text and Arrows:

- Left Arrow: 101 DEPARTMENT NAME
103 OFFICE OF THE DEAN
- Right Arrow: 107 CLASSROOM
108 DEPARTMENT LAB
- Up Arrow: 200 GROUP STUDY AREA
300 QUIET STUDY AREA

BOTTOM PANEL: 3 mil. Brushed Silver Alupanel
(Aluminum/PVC Composite)

TOP PANEL: 3 mil. Blue Alupanel (Aluminum/PVC Composite) mounted to bottom panel and to wall with 5/8" aluminum stand-off fasteners with sheet rock wall anchors (or other appropriate anchors as needed)

ORANGE STRIPE: Gerber High Performance Vinyl 220-14, 2 mil. Bright Orange applied to top of Tactile Material

VINYL TEXT: Gerber High Performance Vinyl
220-20, 2 mil. Matte White

Technical drawing of a department name sign. The sign is 22" wide and 11" high. It features a blue background with white text and graphics. The text includes a list of numbers (100, 103, 106, 107) and department names (LONG DEPARTMENT NAME, DEPARTMENT LAB, QUIET STUDY AREA, MULTI-PURPOSE CLASSROOM). Callouts specify dimensions for text size (24" TEXT, 24" LINE SPACE, 1" GROUPING SPACE, 2.34" EXTRA SPACE, 1.25" STRIPE), spacing (3.75" AROUND SIGN), and mounting hardware (1.5" DIA. MOUNTING HOLE, 1.5" DIA. MOUNTING HOLE). The sign is shown with a 1.5" DIA. MOUNTING HOLE and a 1.5" DIA. MOUNTING HOLE.

Technical drawing of a blue department name sign. The sign is rectangular with a blue background and white text. The text is arranged in a list format, with line numbers 100 through 108 on the left and department names on the right. The sign is mounted on a wall, and the drawing includes dimensions for the sign itself and the spacing between the lines of text. A legend on the left shows a blue square with the text 'MARBLE ANOOLIO SIGN'. Callouts on the right specify '75% TEXT', '5% LINE SPACE' (with a note '(1.375" for the bottom)'), '1% GROUPING SPACE', '2% EXTRA SPACE', and '125% STRIPE'. Dimensions include 6.375" for the top margin, 3.75" for the top margin, 22" for the sign width, 14.5" for the sign height, 1.375" for the bottom margin, and 1.375" for the bottom margin. A note at the bottom center reads 'MARBLE ANOOLIO SIGN (100-108)'.

6.375"

3.75"

22"

14.5"

1.375"

1.375"

22"

MARBLE ANOOLIO SIGN

100 LONG DEPARTMENT NAME -

101 OFFICE OF THE DEAN

102 DEPARTMENT LAB

104 GROUP STUDY AREA

106 QUIET STUDY AREA

107 MULTI-PURPOSE CLASSROOM

108 CLASSROOM B

75% TEXT

5% LINE SPACE*
(1.375" for the bottom)

1% GROUPING SPACE

2% EXTRA SPACE

125% STRIPE

MARBLE ANOOLIO SIGN (100-108)

Technical drawing of a blue directional sign with white text and arrows. The sign is rectangular with rounded corners and features a blue background with white diagonal stripes. It includes a small square icon in the top left corner. Dimensions and labels are provided for various parts of the sign.

Labels and dimensions:

- 6.537"
- 3.75"
- 22"
- 75% TEXT
- 5% LINE SPACE*
- 2.375" FROM LINE BORDER
- 1" GROUPING SPACE
- 11"
- 100 LONG DEPARTMENT NAME
- 101 OFFICE OF THE DEAN
- 102 CLASSROOM A
- 103 DEPARTMENT LAB
- 104 GROUP STUDY AREA
- 105 DEPARTMENT NAME
- 106 QUIET STUDY AREA
- 107 MULTI-PURPOSE CLASSROOM
- 108 CLASSROOM B
- 109 ADMINISTRATION OFFICES
- 1.375" EXTRA SPACE
- 125% STRIPE
- 1.375"
- 13.50"
- 22"

DEPARTMENT WINDOW VINYL ON A DARK WINDOW

Department window vinyl is used in instances where there is no adjacent wall to include a department name sign, department blade sign, or trailblazer sign, and/or there is usable glass/window space available.

Department window vinyl is produced and installed by the Boise State Sign Shop.

The university signature mark is to be included, followed by the respective tenant(s) listed below the mark in capital letters. On dark or tinted windows, tenant lettering may be in white, dependent on visibility.

No physical address is included on the department window vinyl.

No window vinyls other than the university standard are permitted unless it falls within the university marketing plan and has been approved by University Communications and Marketing.

MATERIALS

LOGO: Gerber High Performance Vinyl 220-20, 2 mil. Sapphire Blue. Gerber High Performance Vinyl 220-14, 2 mil. Bright Orange

LETTERING: Gerber High Performance Vinyl 220-20, 2 mil. Matte White

FONT: Standard - Gotham Narrow Medium





DEPARTMENT WINDOW VINYL ON A LIGHT WINDOW

Department window vinyl is used in instances where there is no adjacent wall to include a department name sign, department blade sign, or trailblazer sign, and/or there is usable glass/window space available.

Department window vinyl is produced and installed by the Boise State Sign Shop.

The university signature mark is to be included, followed by the respective tenant(s) listed below the mark in capital letters. On light or clear windows, tenant lettering may be in blue, dependent on visibility.

No physical address is included on the department window vinyl.

No window vinyls other than the university standard are permitted unless it falls within the university marketing plan and has been approved by University Communications and Marketing.

MATERIALS

LOGO: Gerber High Performance Vinyl 220-20, 2 mil. Sapphire Blue. Gerber High Performance Vinyl 220-14, 2 mil. Bright Orange

LETTERING: Gerber High Performance Vinyl 220-20, 2 mil. Sapphire Blue

FONT: Standard - Gotham Narrow Medium

STANDARD ROOM SIGN - BLUE

A standard room sign is an 8 inch by 9 inch sign in blue.

The standard room sign is created and installed by the Boise State Sign Shop.

Blue standard room signs must display room numbers in white raised letters and braille on blue backgrounds.

A room name or occupant name is optional with vinyl white letters applied to the blue background.

The physical address is printed on the sign on the back panel as shown in the diagram.

In some instances, an optional room sign is 2/90 Sign System's aluminum modular interchangeable component sign system with black lettering.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

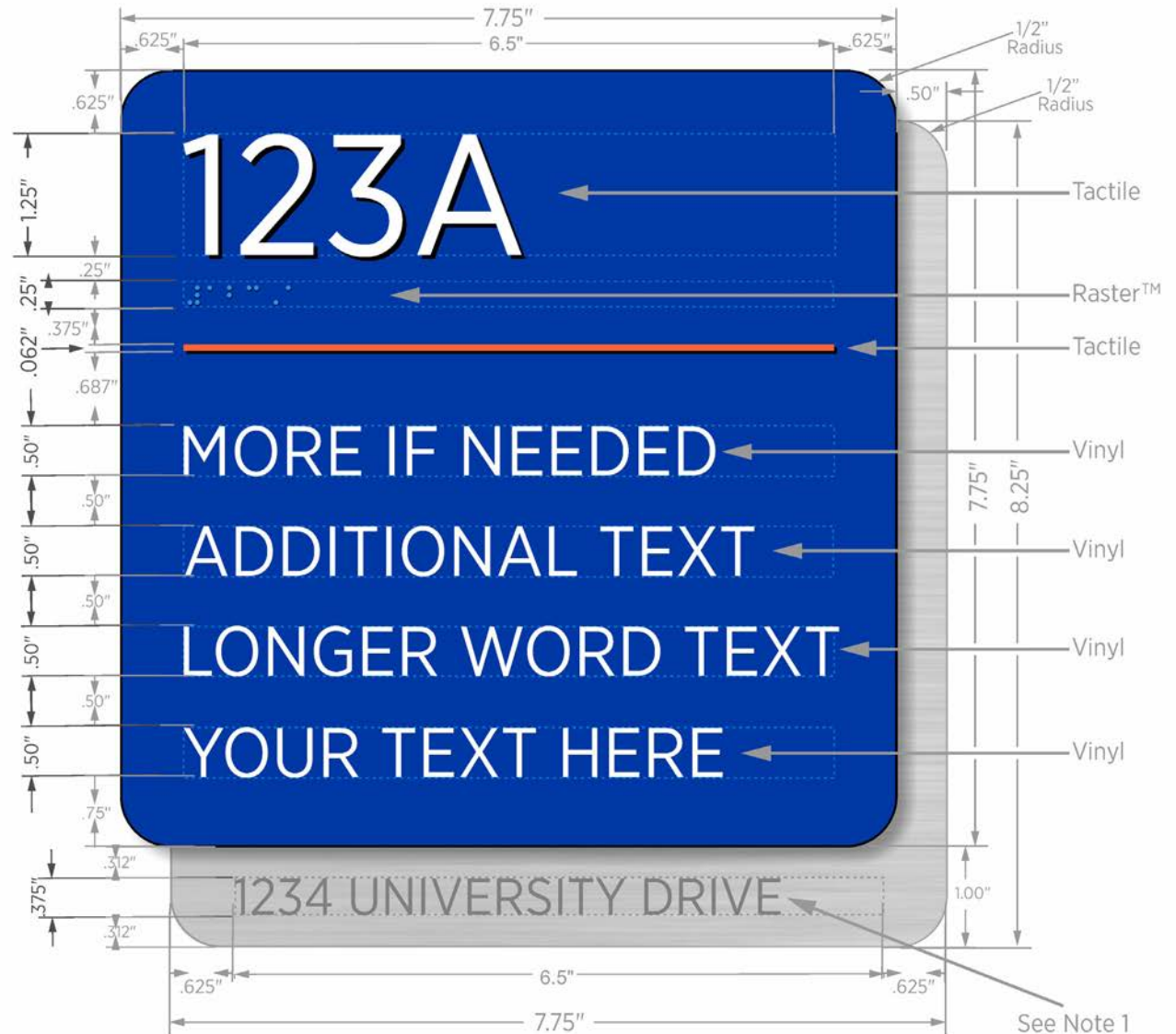
TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material

VINYL TEXT: Gerber High Performance Vinyl 220-20 - 2 mil. Matt White. *Note 2: 14 Characters per line maximum, 56 total characters allowed*



ALTERNATE ROOM SIGN - SILVER

An alternate room sign is an 8 inch by 9 inch sign in silver.

The alternate room sign is created and installed by the Boise State Sign Shop.

Silver alternate room signs must display room numbers in blue raised letters and braille on silver backgrounds.

A room name or occupant name is optional with vinyl blue letters applied to the silver background.

The physical address is printed on the sign on the back panel as shown in the diagram.

In some instances, an optional room sign is 2/90 Sign System's aluminum modular interchangeable component sign system with black lettering.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

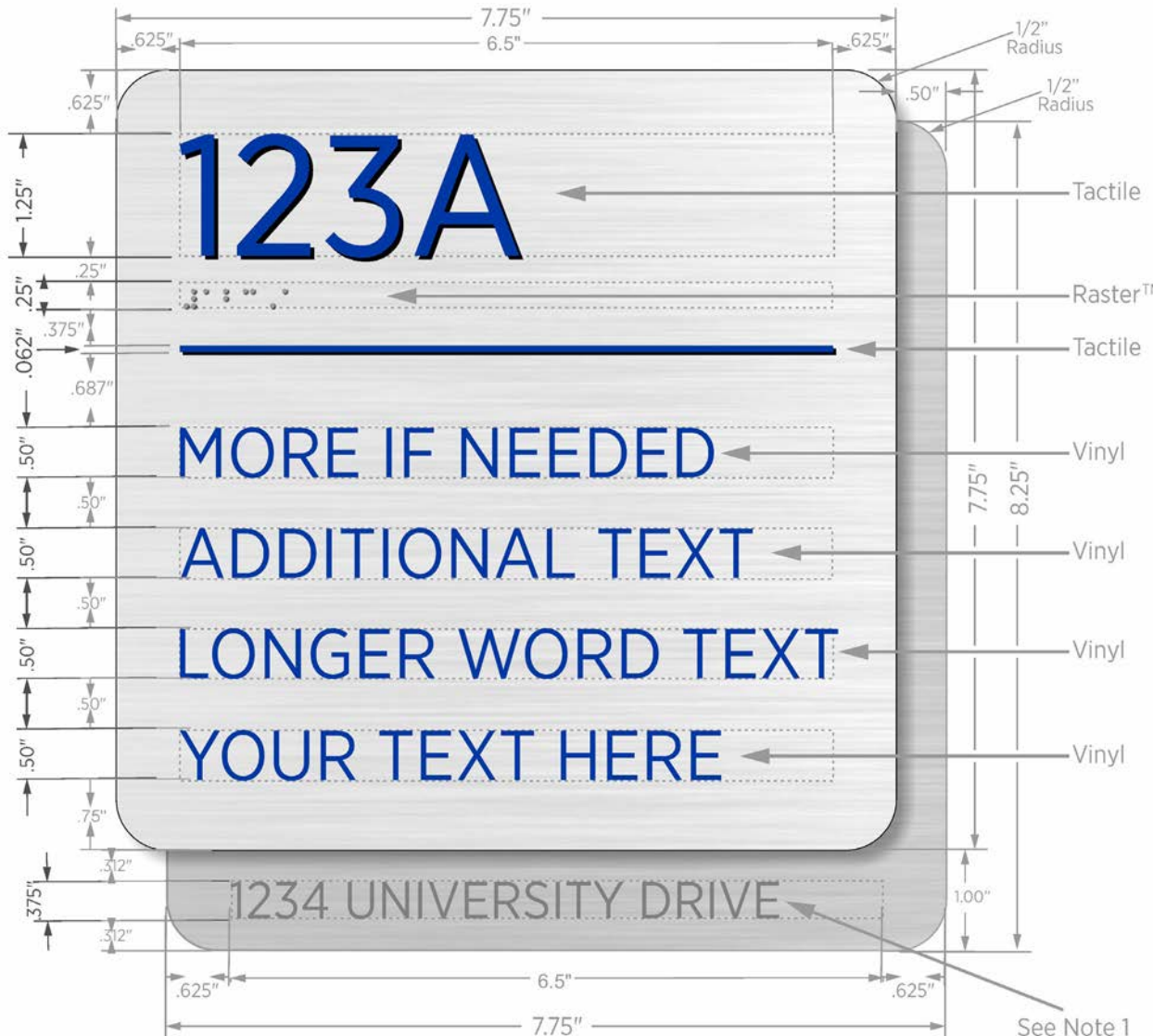
TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #21898 - 1.5mm (1/16") Matte Brushed Silver Surface with Black Core (no tint)

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive - 0.8 mm (1/32") Blue Azure #37042A

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

BLUE STRIPE: Gravotac Interior Plastic with Adhesive - 0.8 mm (1/32") Azure Blue #37042A

VINYL TEXT: Gerber High Performance Vinyl 220-20 - 2 mil. Sapphire Blue. *Note 2: 14 Characters per line maximum, 56 total characters allowed*



SMALL ALTERNATE ROOM SIGN - SILVER

A small alternate room sign is an 8 inch by 5 inch sign in silver.

The small alternate room sign is created and installed by the Boise State Sign Shop.

Silver small alternate room signs must display room numbers in blue raised letters and braille on silver backgrounds.

A small alternate room sign is used when no room name or occupant name is needed.

The physical address is printed on the sign on the back panel as shown in the diagram.

In some instances, an optional room sign is 2/90 Sign System's aluminum modular interchangeable component sign system with black lettering.



MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #21898 - 1.5mm (1/16") Matte Brushed Silver Surface with Black Core (no tint)

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive - 0.8 mm (1/32") Blue Azure #37042A

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

BLUE STRIPE: Gravotac Interior Plastic with Adhesive - 0.8 mm (1/32") Azure Blue #37042A

CUBICAL SIGN - BLUE

A cubical sign is an 8 inch by 5 inch sign in blue.

The cubical sign is created and installed by the Boise State Sign Shop.

Blue cubical signs must display cubical numbers in white raised letters and braille on blue backgrounds.

A cubical sign is used in all cubical spaces.

In some instances, an optional room sign is 2/90 Sign System's aluminum modular interchangeable component sign system with black lettering.

MATERIALS

BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

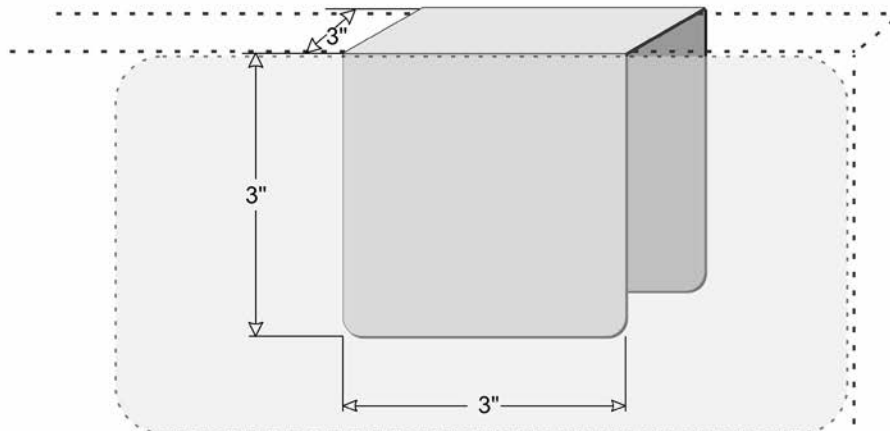
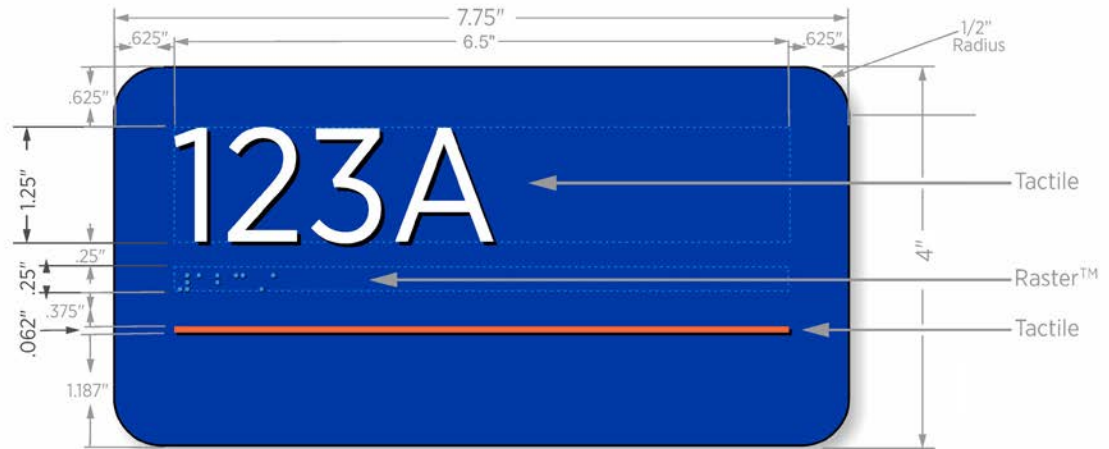
TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

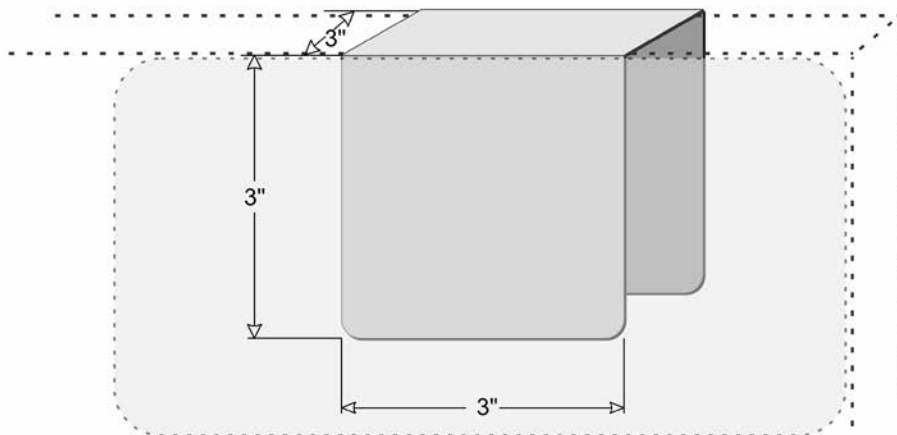
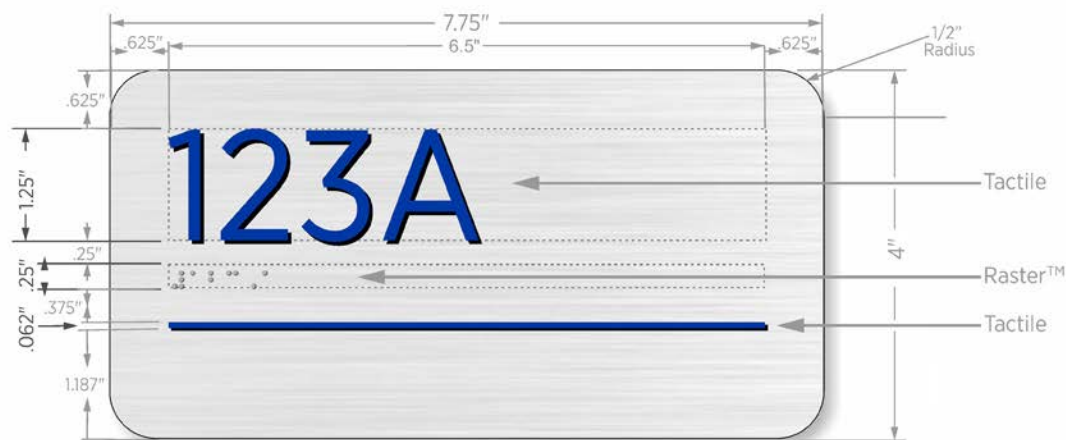
BRAILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material

CUBICAL SIGN HANGER

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core.





CUBICAL ALTERNATIVE SIGN - SILVER

A cubical alternate room sign is an 8 inch by 5 inch sign in silver.

The cubical alternative sign is created and installed by the Boise State Sign Shop.

Silver cubical signs must display room numbers in blue raised letters and braille on silver backgrounds.

A cubical sign is used in all cubical spaces.

In some instances, an optional room sign is 2/90 Sign System's aluminum modular interchangeable component sign system with black lettering.

MATERIALS

BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #21898 - 1.5mm (1/16") Matte Brushed Silver Surface with Black Core (no tint)

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive - 0.8 mm (1/32") Blue Azure #37042A

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

BLUE STRIPE: Gravotac Interior Plastic with Adhesive - 0.8 mm (1/32") Azure Blue #37042A

CUBICAL SIGN HANGER

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core.

MAXIMUM OCCUPANCY SIGN

All assembly spaces that include an occupant load of 49 or more persons must include a maximum occupancy sign.

Any room used for assembly greater than 749 square feet will also need this sign.

The maximum occupancy sign should be posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design.

The maximum occupancy sign is created and installed by the Boise State Sign Shop.

Maximum occupancy signs are 9 inches by 9.5 inches in size and must display the maximum occupancy in white raised letters and braille on a blue background.

The physical address is required on the sign in white raised letters and braille on a blue background.

MATERIALS

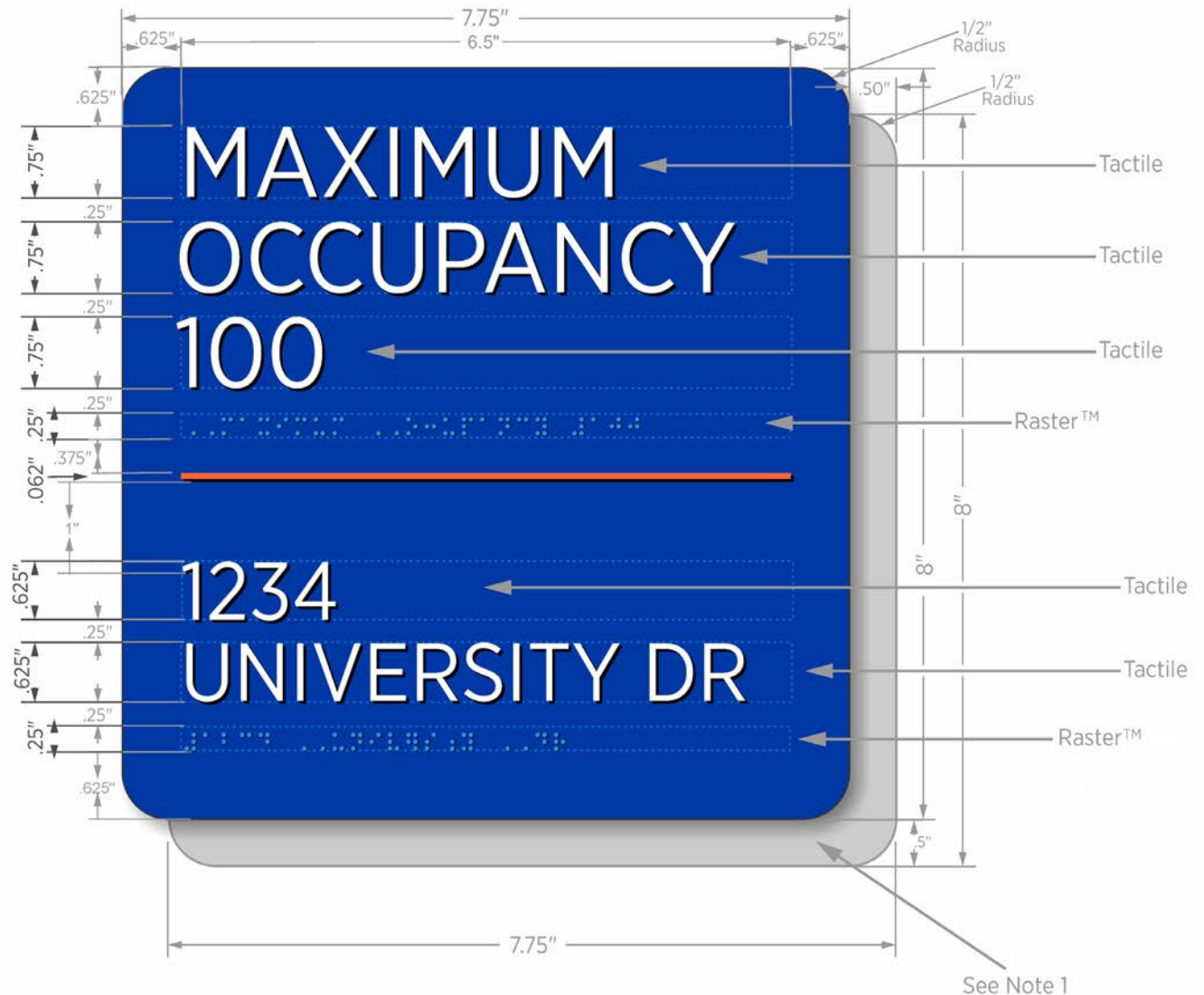
BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

BLUE STRIPE: Gravotac Interior Plastic with Adhesive - 0.8 mm (1/32") Azure Blue #37042A



WOMEN RESTROOM SIGN

The women restroom sign is an 8 inch by 12.75 inch sign available on a blue background.

The women restroom sign is created and installed by the Boise State Sign Shop and must display the appropriate pictogram(s), room numbers and "WOMEN" in white raised letters and braille.

Pictograms indicating accessibility, nursing mothers space, changing tables or other notations dependent on each individual restroom are to be included.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

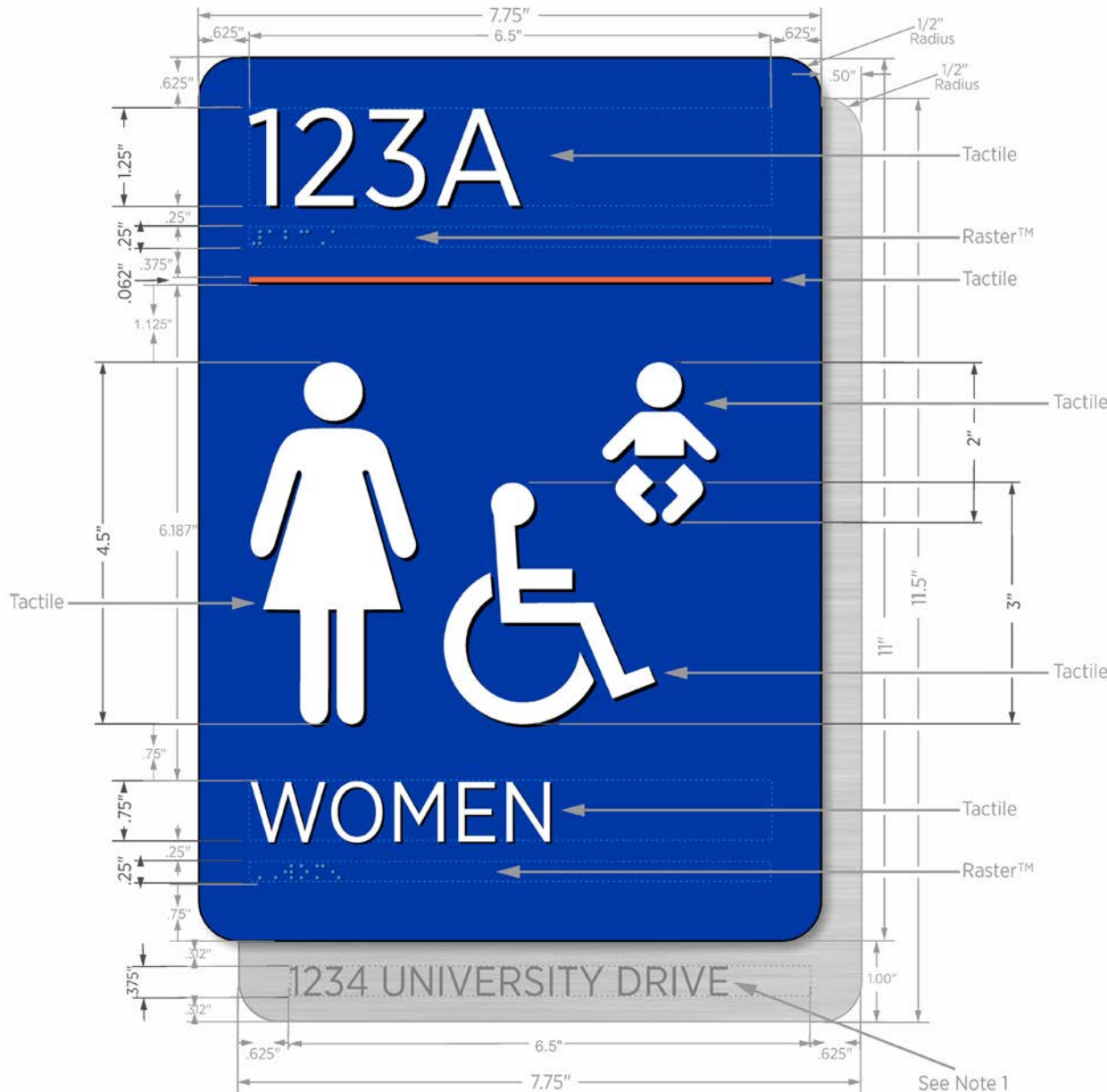
BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRAILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material



MEN RESTROOM SIGN

The men restroom sign is an 8 inch by 12.125 inch sign available on a blue background.

The men restroom sign is created and installed by the Boise State Sign Shop and must display the appropriate pictogram(s), room number and "MEN" in white raised letters and braille.

Pictograms indicating accessibility, changing tables or other notations dependent on each individual restroom are to be included.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

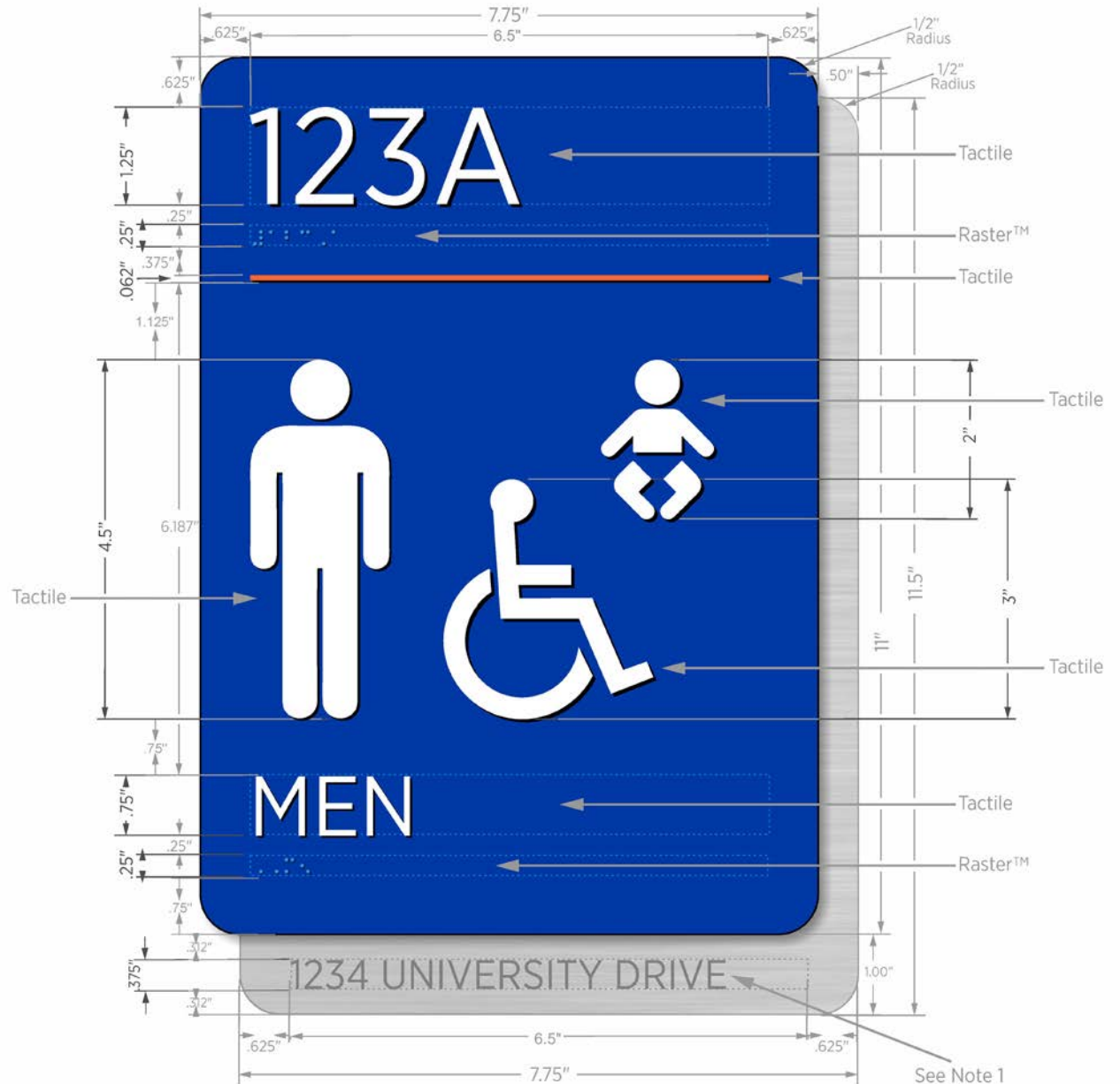
BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.0625 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optical Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





ALL-USER RESTROOM SIGN

The all-user restroom sign is an 8 inch by 12.75 inch sign available on a blue background.

The all-user restroom sign is to be used in restrooms which have been made available to all users, regardless of gender.

The all-user restroom sign is created and installed by the Boise State Sign Shop and must display the appropriate pictogram(s), room numbers and "ALL-USER RESTROOM" in white raised letters and braille.

Pictograms indicating accessibility, nursing mothers space, changing tables or other notations dependent on each individual restroom are to be included.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRAILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material

ALL-USER MULTI-STALL RESTROOM SIGN

The all-user multi-stall restroom sign is an 8 inch by 13.75 inch sign available on a blue background.

The all-user multi-stall restroom sign is to be used in restrooms which have been made available to all users, regardless of gender, and also have multiple stalls within the space.

The all-user multi-stall restroom sign is created and installed by the Boise State Sign Shop and must display the appropriate pictogram(s), room numbers and "ALL-USER MULTI-STALL RESTROOM" in white raised letters and braille.

Pictograms indicating accessibility, nursing mothers space, changing tables or other notations dependent on each individual restroom are to be included.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





RESTROOM/Shower SIGN

The restroom/shower sign is an 8.25 inch by 12.5 inch sign available on a blue background.

The restroom/shower sign is to be used in spaces that offer a restroom and shower.

The restroom/shower sign is created and installed by the Boise State Sign Shop and must display the appropriate pictogram(s), room numbers and "RESTROOM/Shower" in white raised letters and braille.

Pictograms indicating showers, accessibility, nursing mothers space, changing tables or other notations dependent on each individual restroom are to be included.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material

HOUSING RESTROOM/SHOWER SIGN

The housing restroom/shower sign is a 7.75 inch by 12.5 inch sign available on a blue background.

The housing restroom/shower sign is to be used in spaces that offer a restroom and shower.

The housing restroom/shower sign is created and installed by the Boise State Sign Shop and must display the appropriate pictogram(s), room numbers and "RESTROOM/SHOWER", and/or "MEN" or "WOMEN" when appropriate, in white raised letters and braille.

Pictograms indicating showers, accessibility, changing tables or other notations dependent on each individual restroom are to be included.

No back plate is used on housing signage to maintain greater durability.

MATERIALS

BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRAILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





RESTROOM BLADE SIGN

A restroom blade sign is available on a clear frosted panel with blue text and appropriate pictograms.

The restroom blade sign is created and installed by the Boise State Sign Shop with vinyl blue letters applied to the clear frosted surface.

No physical address is included on the restroom blade sign.

Blade signs are intended to hang at 80 inches above or near a doorway. Blade signs are used in addition to standard ADA signage next to the door to increase visibility to the location of these specific rooms.

MATERIALS

SIGN PANEL: 1/4" clear acrylic with brushed aluminum vinyl background panels

VINYL TEXT: Gerber High Performance Vinyl 220-20 - 2 mil. Sapphire Blue

HARDWARE: Gyford Stand-off Systems; Reno, Nevada

NURSING MOTHERS ROOM SIGN

The nursing mothers room sign is an 8 inch by 12.75 inch sign available on a blue background.

The nursing mothers room sign is created and installed by the Boise State Sign Shop and must display the appropriate pictogram(s), room numbers and "NURSING MOTHERS" in white raised letters and braille.

Pictograms indicating accessibility, nursing mothers room, changing tables or other notations dependent on each individual room are to be included.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

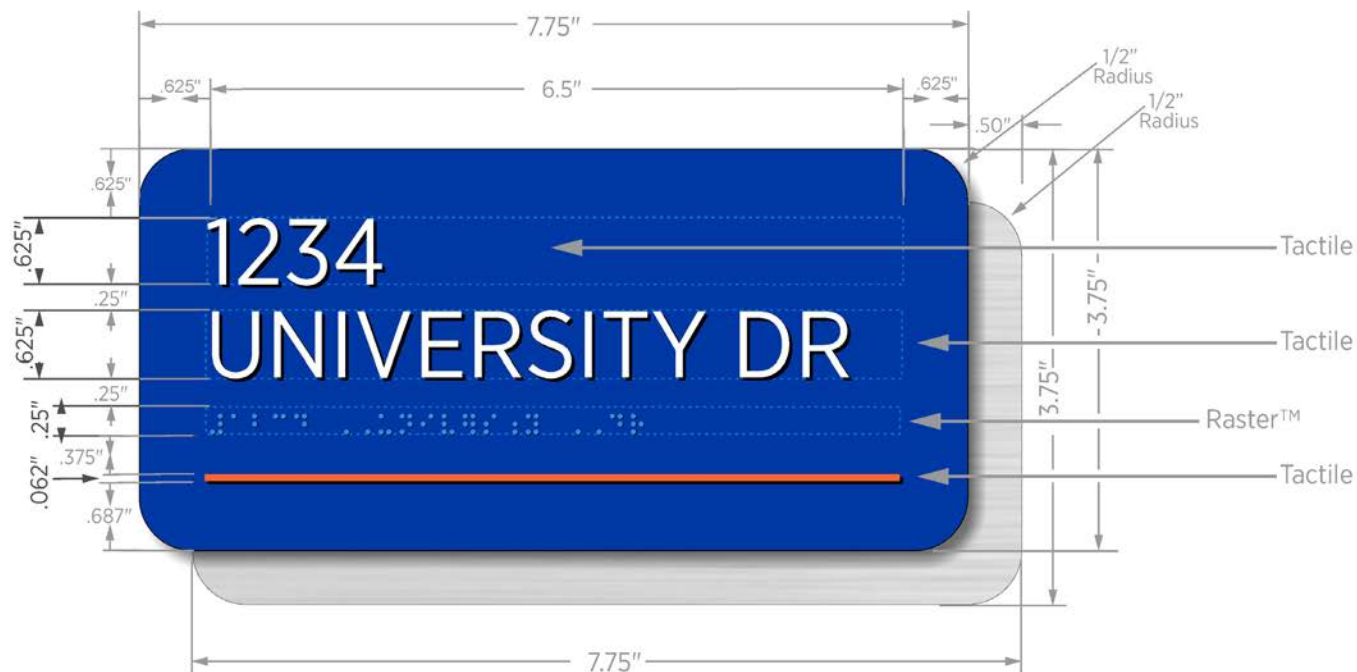
BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRAILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





PHYSICAL ADDRESS SIGN

The physical address sign is an 8.25 inch by 3.75 inch sign available on a blue background.

The physical address sign is created and installed by the Boise State Sign Shop and displays the physical address of the building in white raised letters and braille.

The physical address sign can be used in stand-alone instances or coupled with coordinating interior signage.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material

RESTRICTED AREA SIGN

The restricted area sign is a 12 inch by 7.25 inch sign available on a blue background.

The restricted area sign is created and installed by the Boise State Sign Shop and the words "RESTRICTED AREA" as well as contact information to gain access in white raised letters and braille.

The physical address is printed on the sign on the back panel as shown in the diagram.

The restricted area sign can be used in stand-alone instances or coupled with coordinating interior signage.

MATERIALS

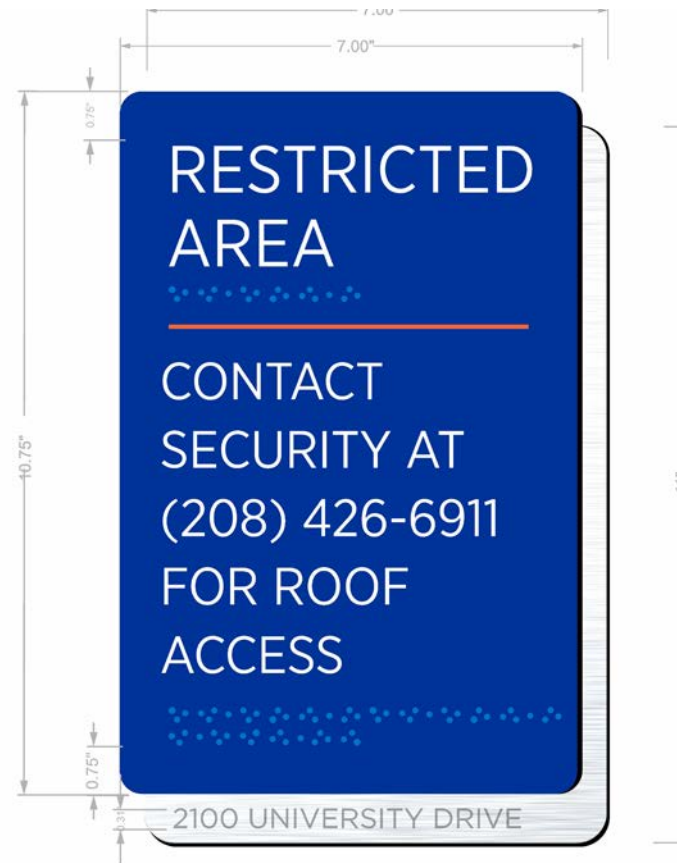
BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





EVACUATION ASSISTANCE SIGN

The area of evacuation assistance sign is an 8.25 inch by 13.5 inch sign available in a blue background.

The area of evacuation assistance sign is created and installed by the Boise State Sign Shop and must display a physical address, appropriate pictograms and "AREA OF EVACUATION ASSISTANCE" in white raised letters and braille.

Boise State Campus Planning and Facilities shall designate the location of each area of evacuation assistance sign.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material

AREA OF REFUGE SIGN

The area of refuge sign is an 8.25 inch by 12.5 inch sign available in a blue background.

The area of refuge sign is created and installed by the Boise State Sign Shop and must display a physical address, appropriate pictograms and "AREA OF REFUGE" in white raised letters and braille.

Boise State Campus Planning and Facilities shall designate the location of each area of refuge sign.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRaille MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





STAIR SIGN

The stair sign is an 8.25 inch by 12.5 inch sign available in a blue background.

The stair sign is created and installed by the Boise State Sign Shop and must display a physical address, appropriate pictograms and verbiage (see section 7(4b), pg. 13) in white raised letters and braille.

The stair sign is to be placed on the adjacent wall on the exterior of any stair door (not in the stairwell).

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material

The floor number sign is an 8.25 inch by 12.5 inch sign available in a blue background.

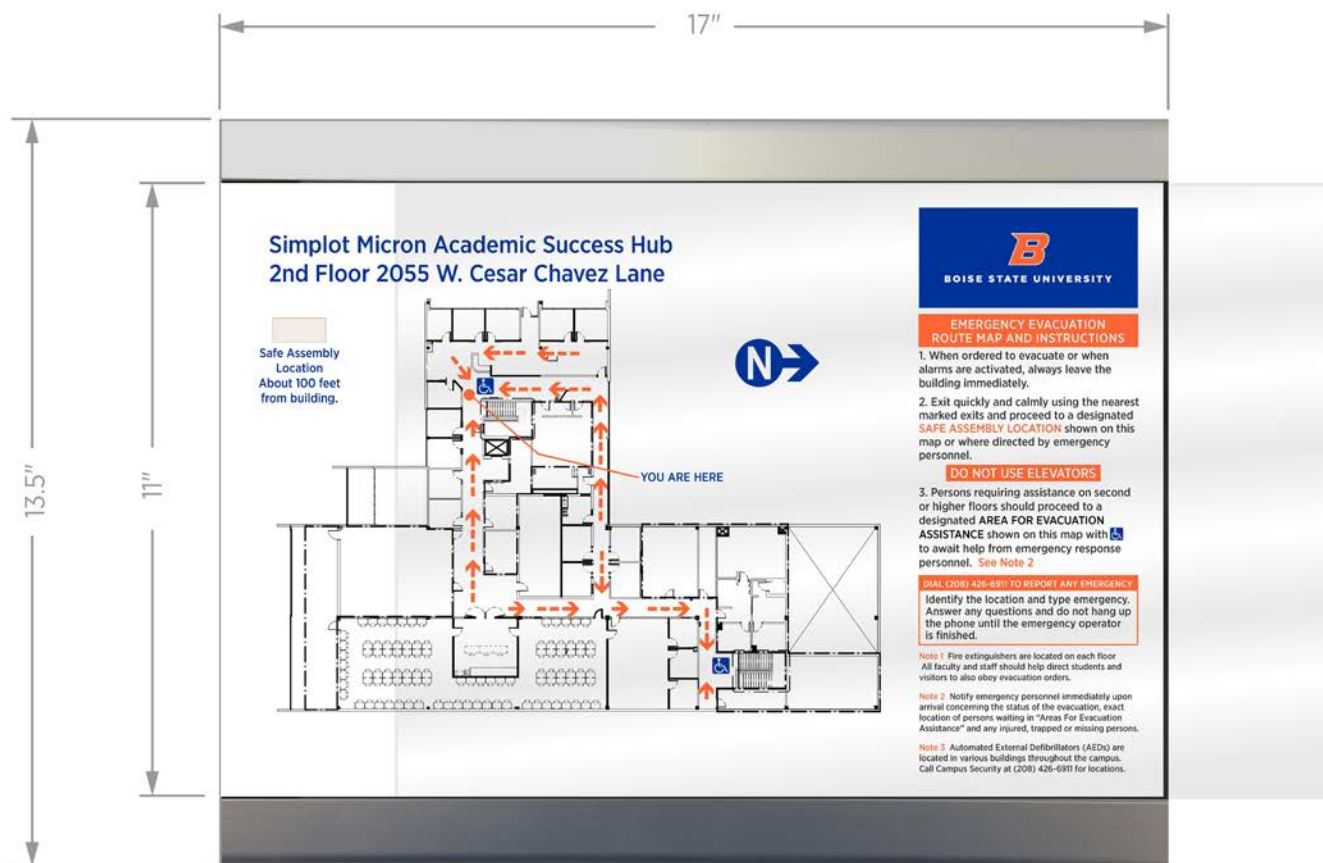
The floor number sign is to be placed on the adjacent wall on the interior of any stair door (in the stairwell).

BOTTOM BACKGROUND MATERIAL:
Gravograph Metallex Indoor Plastic #21898 -
1.5 mm (1/16") Matte Brushed Silver Surface
with Black Core

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





EVACUATION MAP SIGN

The evacuation map sign is a 17 inch by 13.5 inch sign printed on 17 inch by 11 inch paper and inserted into an APCO paper insert holder. It must include the physical address of the building.

Boise State Campus Planning and Facilities shall designate the location of each evacuation map sign.

MATERIALS

Poster paper (17"x11") inserted into an APCO paper insert holder (17"x13.5") with silver metallic finish.

SMALL EXIT SIGN - BLUE

A small exit sign is an 8.25 inch by 5 inch sign in blue.

The small exit sign is created and installed by the Boise State Sign Shop.

Blue small exit signs must display "EXIT" in white raised letters and braille on blue backgrounds.

A small exit sign is used when additional exit information is needed.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





SMALL EXIT SIGN - SILVER

A small exit sign is an 8.25 inch by 5 inch sign in silver.

The small exit sign is created and installed by the Boise State Sign Shop.

Silver small exit signs must display "EXIT" in blue raised letters and braille on silver backgrounds.

A small exit sign is used when additional exit information is needed.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core. *Note 1: Digitally Printed Background Tint (C:0 M:0 Y:0 K:30) and Address Text (C:0 M:0 Y:0 K:65) onto Arlon DPF 6000 Clear Vinyl Film - 2 mil. that is then floated onto Metallex Plastic using Rapid Tac Application Fluid*

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #21898 - 1.5mm (1/16") Matte Brushed Silver Surface with Black Core (no tint)

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive - 0.8 mm (1/32") Blue Azure #37042A

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

BLUE STRIPE: Gravotac Interior Plastic with Adhesive - 0.8 mm (1/32") Azure Blue #37042A

FIRE EXTINGUISHER SIGN

The fire extinguisher sign is an 8.25 inch by 12.625 inch sign available in a blue background.

The fire extinguisher sign is created and installed by the Boise State Sign Shop and must display a physical address, appropriate pictograms and "FIRE EXTINGUISHER" in white raised letters and braille.

Boise State Campus Planning and Facilities shall designate the location of each fire extinguisher sign to identify an available fire extinguisher.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core

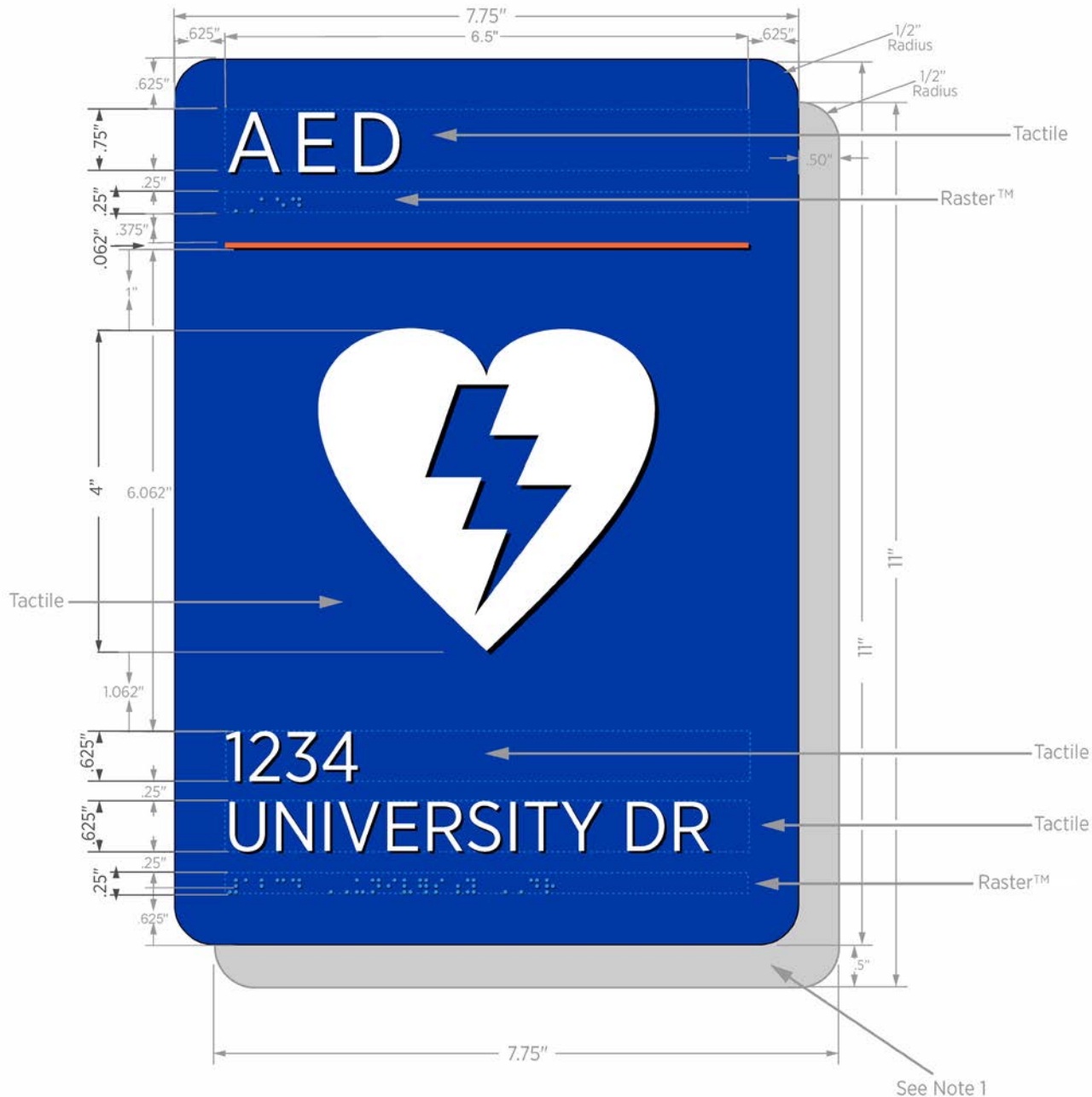
TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





AED SIGN

The Automated External Defibrillator (AED) sign is an 8.25 inch by 11.625 inch sign available in a blue background.

The AED sign is created and installed by the Boise State Sign Shop and must display a physical address, appropriate pictograms and "AED" in white raised letters and braille.

Boise State Campus Planning and Facilities shall designate the location of each AED sign to identify an available AED.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRAILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material

CAMPUS COURTESY PHONE SIGN

The campus courtesy phone sign is an 8.25 inch by 12.625 inch sign available in a blue background.

The campus courtesy phone sign is created and installed by the Boise State Sign Shop and must display a physical address, the words "CAMPUS COURTESY PHONE" and emergency contact information in white raised letters and braille.

Courtesy phones are located in select buildings on campus. Courtesy phone signs should accompany each of these phones.

The physical address is printed on the sign on the back panel as shown in the diagram.

MATERIALS

BOTTOM BACKGROUND MATERIAL: Gravograph Metallex Indoor Plastic #21898 - 1.5 mm (1/16") Matte Brushed Silver Surface with Black Core

TOP BACKGROUND MATERIAL: Gravograph Gravotac Indoor Plastic #29897 - 1.5mm (1/16") Azure Blue

TACTILE MATERIAL: Gravograph Gravotac Indoor Plastic with Adhesive #37042A - 0.8 mm (1/32") Bright White

BRILLE MATERIAL: Accent Signage Optically Clear Acrylic Raster Spheres

ORANGE STRIPE: Gerber High Performance Vinyl 220-14 - 2 mil. Bright Orange applied to top of Tactile Material





ENVIRONMENTAL CONTROL SIGNS

Environmental control signs, such as Peanut Free Zone and Fragrance Free Zone signs, may only be installed/placed with approval through appropriate channels. Employees may have signs placed by going through the request process with Human Resource Services while students may work with the Educational Access Center for accommodations and sign placement.

Both Human Resource Services and the Educational Access Center will work with the Boise State Sign Shop to have signs produced and installed correctly.

Signs will be printed in landscape orientation on paper and displayed in an APCO 11 inch by 8.5 inch paper insert holder.

Paper insert holders include a brushed metal finished edge and clear plastic protective surface.

Boise State's Sign Shop will provide and install all APCO paper insert holders.

VINYL DOOR WRAP - SOLID BLUE

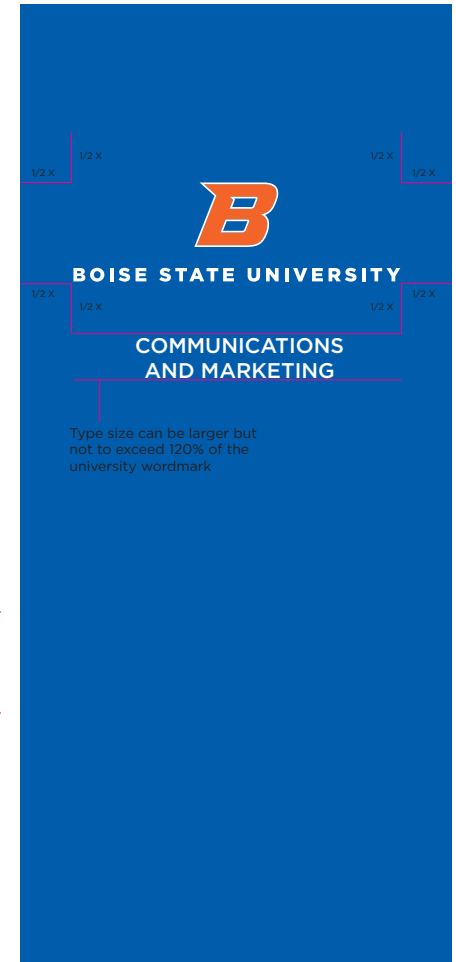
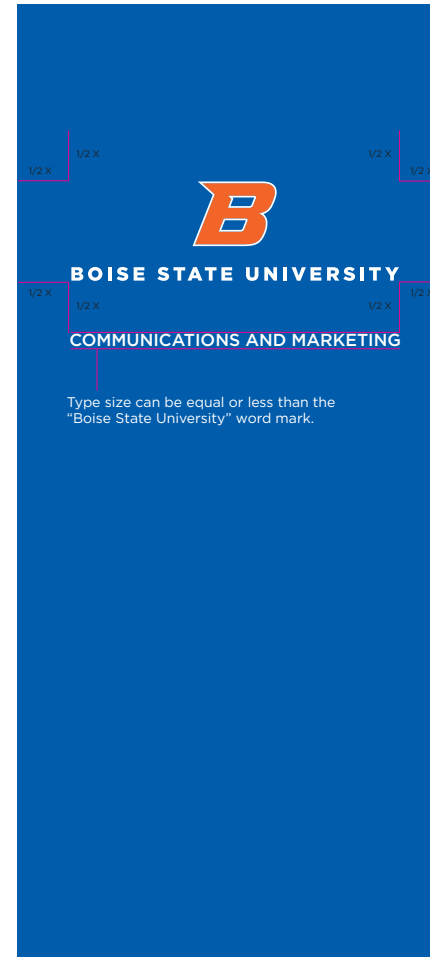
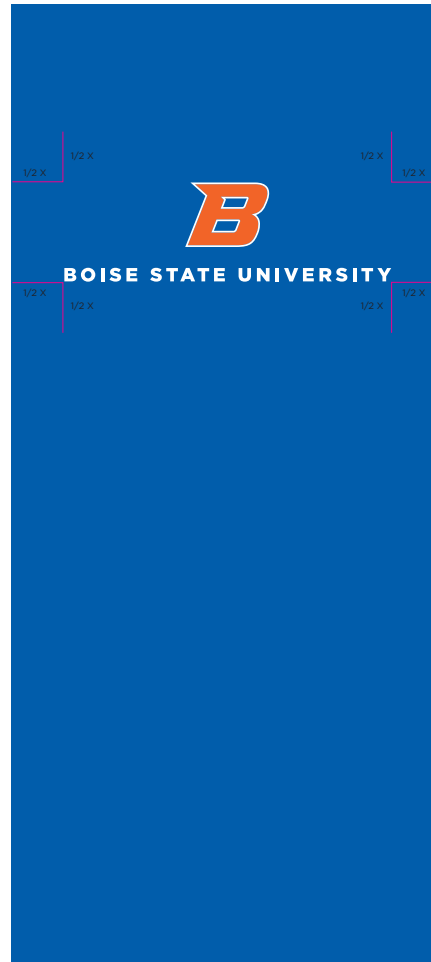
Vinyl door wrap is available in blue, orange or gray background.

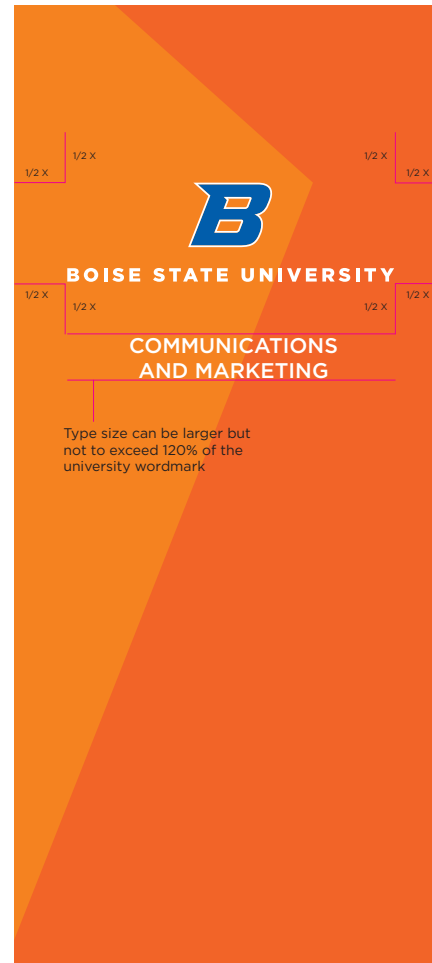
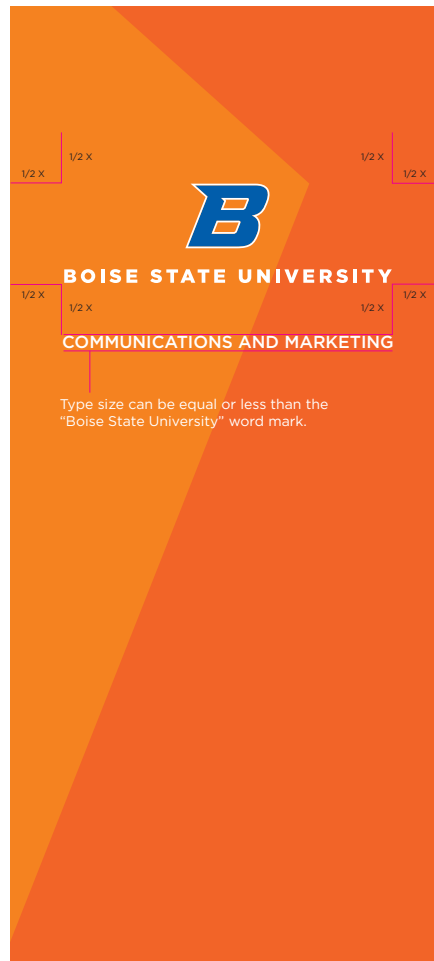
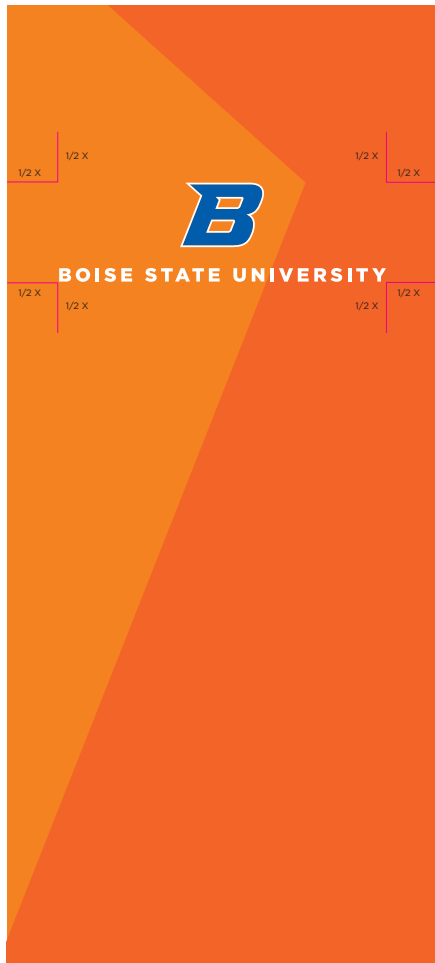
All vinyl door wraps are created and installed by the Boise State Sign Shop and must display the university signature mark.

Three options exist with a solid blue background as depicted in the illustrations on this page:

- 1) The university signature mark on its own
- 2) The university signature mark with a one-line department name below
- 3) The university signature mark with a two-line department name below

All vinyl requests shall be submitted to the Boise State Sign Shop and will be installed based on approval and direction of the Boise State Campus Operations designee and/or a designee from Campus Planning and Facilities.





VINYL DOOR WRAP - ACCENT ORANGE

Vinyl door wrap is available in blue, orange or gray background.

All vinyl door wraps are created and installed by the Boise State Sign Shop and must display the university signature mark.

Three options exist with an accented orange background as depicted in the illustrations on this page:

- 1) The university signature mark on its own
- 2) The university signature mark with a one-line department name below
- 3) The university signature mark with a two-line department name below

All vinyl requests shall be submitted to the Boise State Sign Shop and will be installed based on approval and direction of the Boise State Campus Operations designee and/or a designee from Campus Planning and Facilities.

VINYL DOOR WRAP - ACCENT WHITE

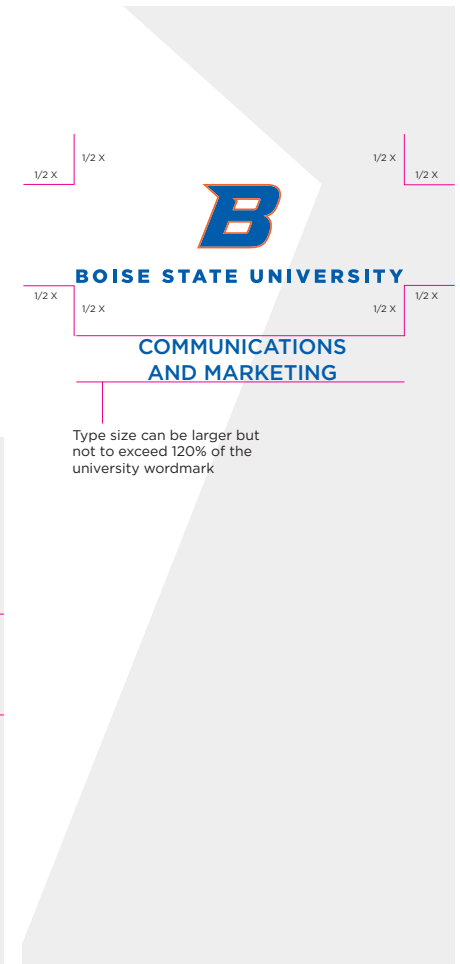
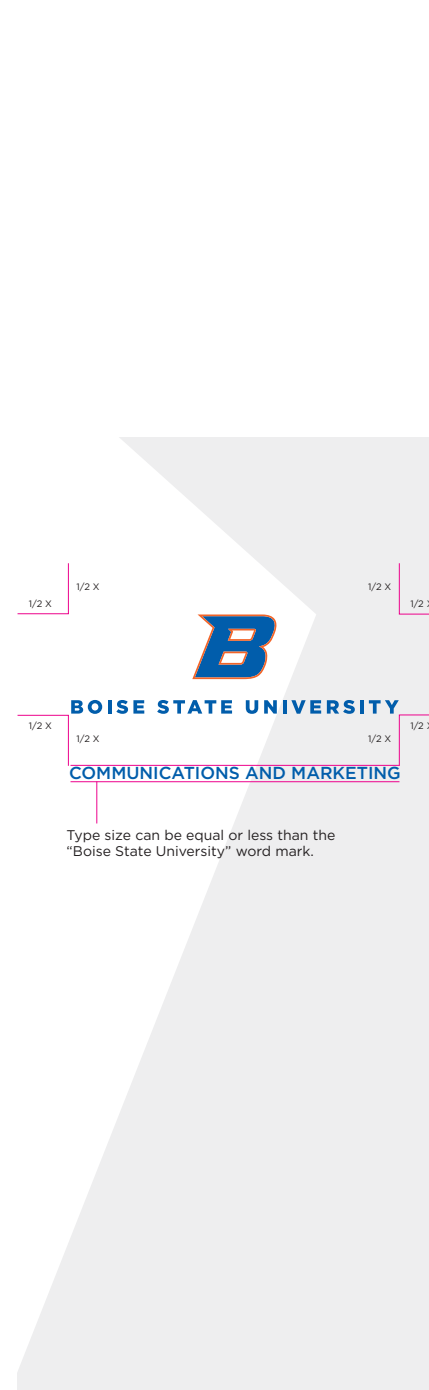
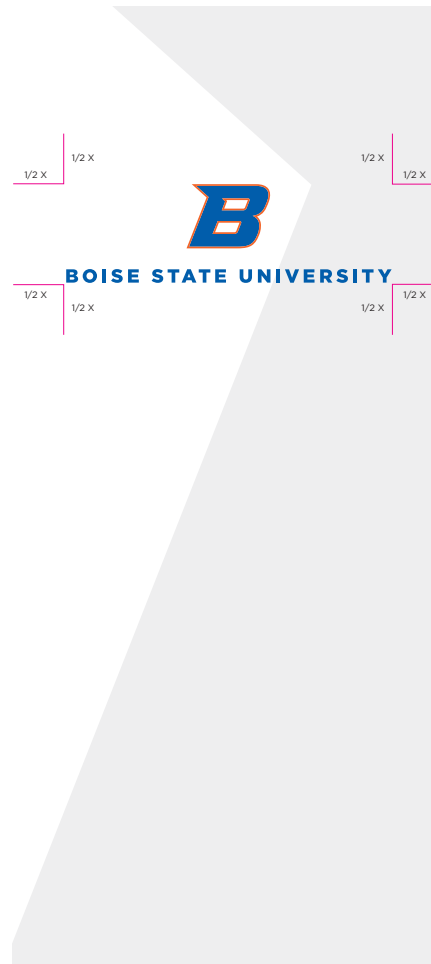
Vinyl door wrap is available in blue, orange or gray background.

All vinyl door wraps are created and installed by the Boise State Sign Shop and must display the university signature mark.

Three options exist with an accented white background as depicted in the illustrations on this page:

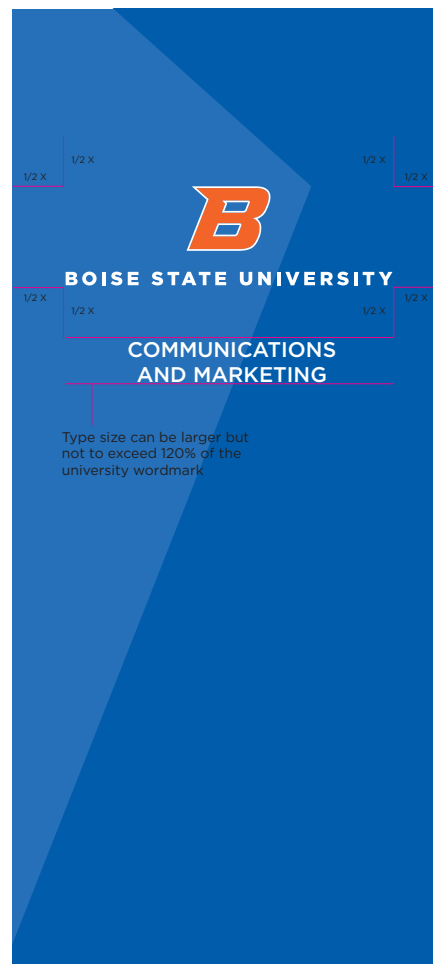
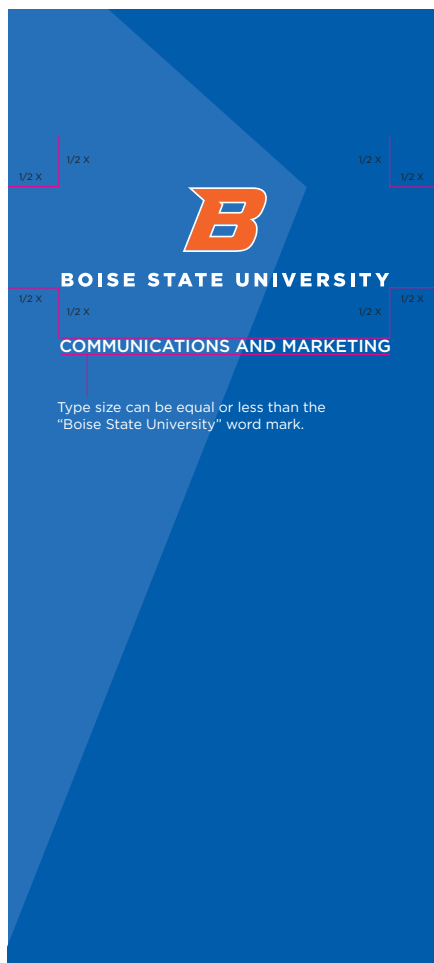
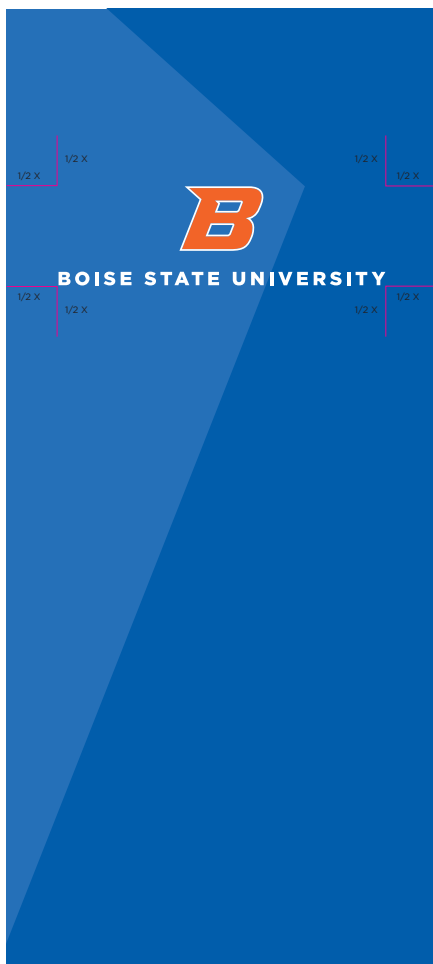
- 1) The university signature mark on its own
- 2) The university signature mark with a one-line department name below
- 3) The university signature mark with a two-line department name below

All vinyl requests shall be submitted to the Boise State Sign Shop and will be installed based on approval and direction of the Boise State Campus Operations designee and/or a designee from Campus Planning and Facilities.



Type size can be larger but not to exceed 120% of the university wordmark

Type size can be equal or less than the "Boise State University" word mark.



VINYL DOOR WRAP - ACCENT BLUE

Vinyl door wrap is available in blue, orange or gray background.

All vinyl door wraps are created and installed by the Boise State Sign Shop and must display the university signature mark.

Three options exist with an accented blue background as depicted in the illustrations on this page:

- 1) The university signature mark on its own
- 2) The university signature mark with a one-line department name below
- 3) The university signature mark with a two-line department name below

All vinyl requests shall be submitted to the Boise State Sign Shop and will be installed based on approval and direction of the Boise State Campus Operations designee and/or a designee from Campus Planning and Facilities.

WALL VINYL - ON WHITE

Wall vinyl is available for application on either a white or blue background.

All wall vinyls are created and installed by the Boise State Sign Shop and must display the university signature mark.

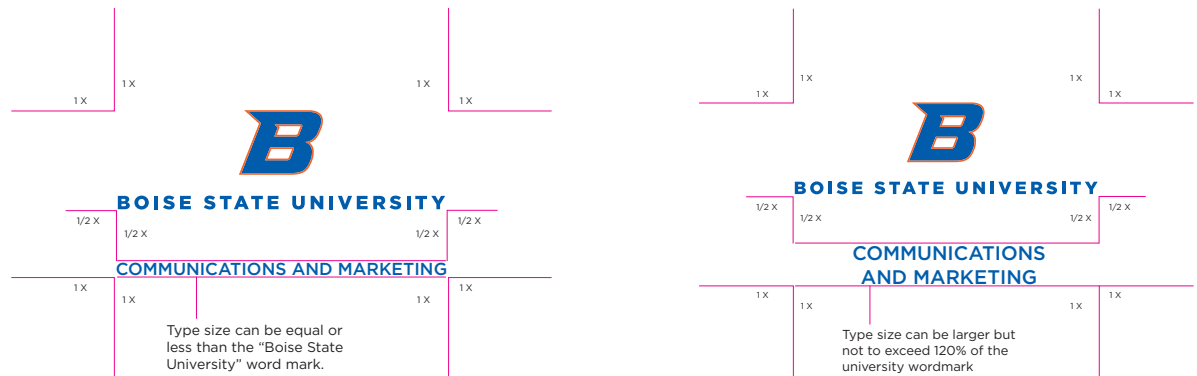
Three options exist for application on a white background as depicted in the illustrations on this page:

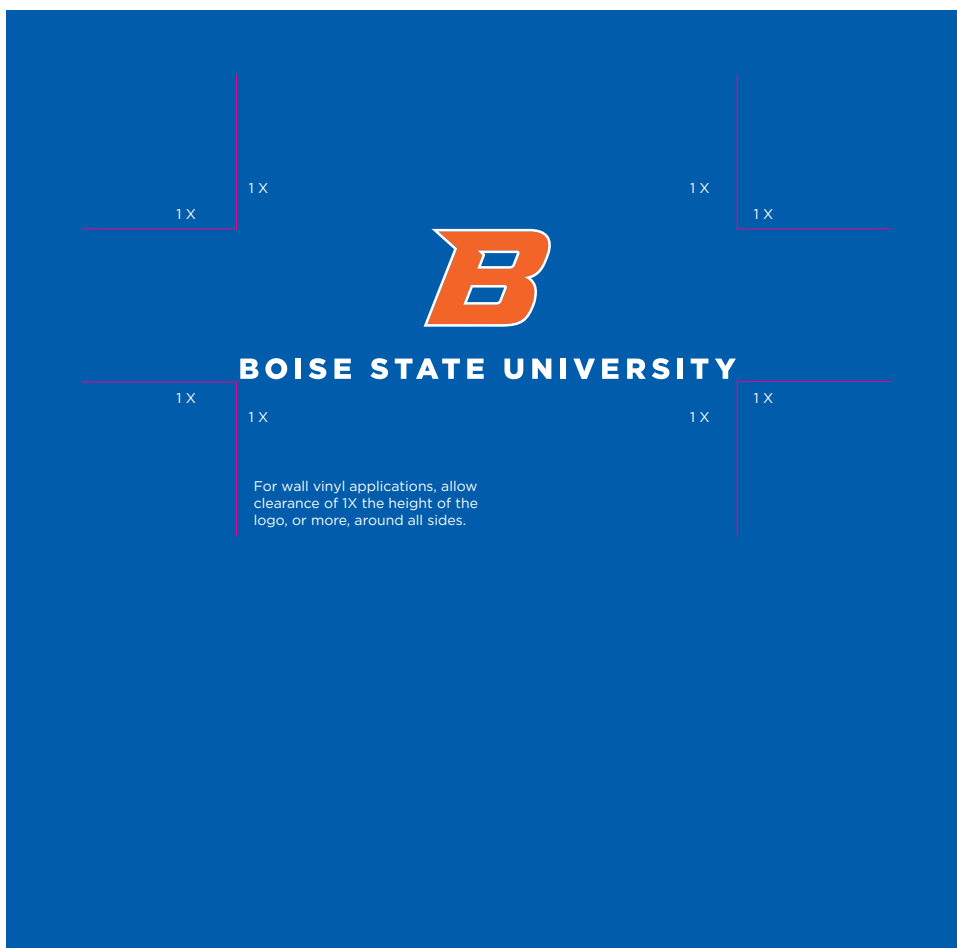
- 1) The university signature mark on its own
- 2) The university signature mark with a one-line department name below
- 3) The university signature mark with a two-line department name below

All vinyl requests shall be submitted to the Boise State Sign Shop and will be installed based on approval and direction of the Boise State Campus Operations designee and/or a designee from Campus Planning and Facilities.

No wall vinyls other than the university standard are permitted unless it falls within the university marketing plan and has been approved by University Communications and Marketing.

NOTE: The large image on this page depicts the vinyl placed on a white wall above an orange chair rail and a blue lower wall.





WALL VINYL - ON BLUE

Wall vinyl is available for application on either a white or blue background.

All wall vinyls are created and installed by the Boise State Sign Shop and must display the university signature mark.

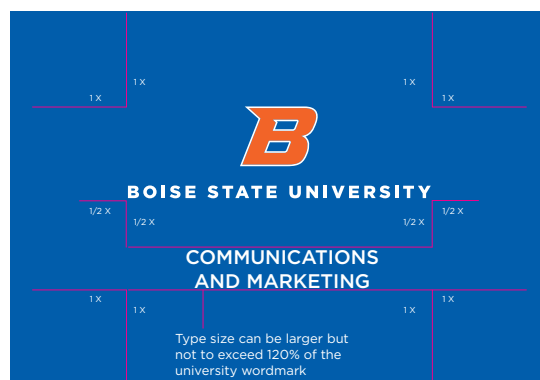
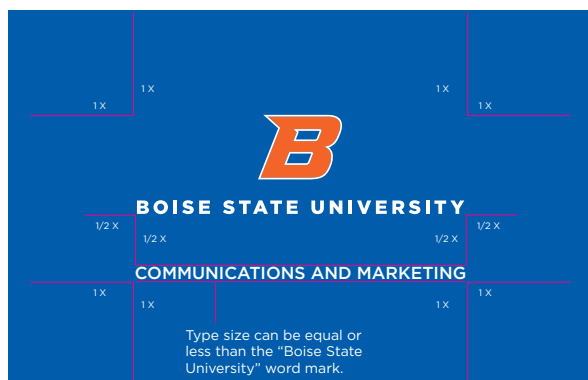
Three options exist for application on a blue background as depicted in the illustrations on this page:

- 1) The university signature mark on its own
- 2) The university signature mark with a one-line department name below
- 3) The university signature mark with a two-line department name below

All vinyl requests shall be submitted to the Boise State Sign Shop and will be installed based on approval and direction of the Boise State Campus Operations designee and/or a designee from Campus Planning and Facilities.

No wall vinyls other than the university standard are permitted unless it falls within the university marketing plan and has been approved by University Communications and Marketing.

NOTE: The large image on this page depicts the vinyl placed on a full-height blue wall.



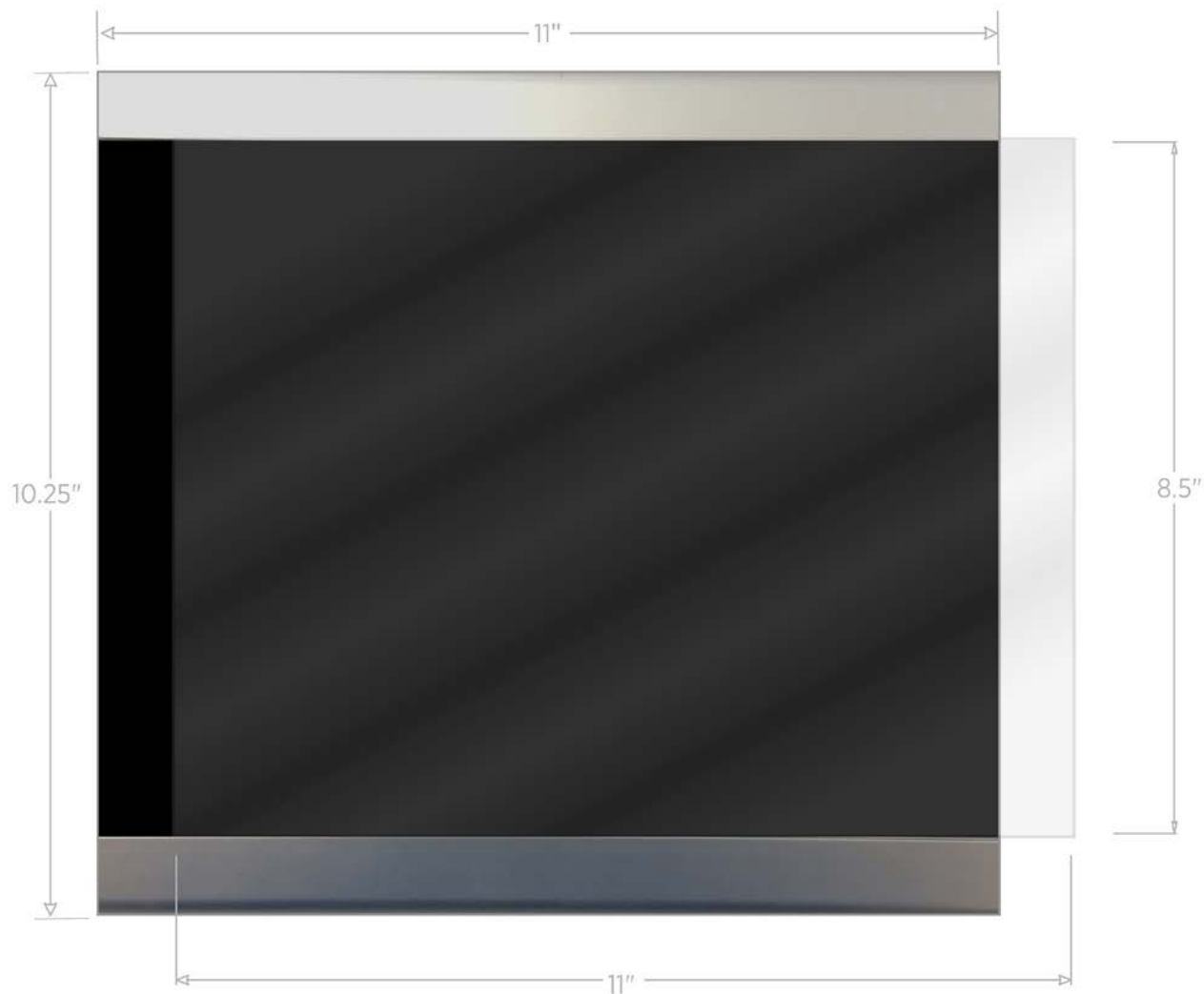
DONOR SIGNAGE

The naming of campus buildings, structures, programs and facilities for donors must be coordinated through University Advancement and the University Naming Committee in accordance with University Policy #11000.

The vernacular, placement and size of all donor signs are to be approved by Boise State's Vice President of University Advancement (VPUA) or his/her designee. In accordance with University Policy #9100, the Signage Committee shall work with University Advancement Donor Relations on the designs of the signs, as Donor Relations oversees the development of donor recognition signage. The design of the signs shall be consistent with the general university interior signage standards as set out herein and shall ensure:

- 1) Consistent and appropriate recognition of major donors at Boise State
- 2) Use of high-quality signage materials in all donor recognition applications
- 3) Consistency with Boise State's signage standards manual
- 4) Adherence to Boise State's brand standards and graphic identity system

More detailed standards are forthcoming. In the meantime, please submit any requests for donor signage approval to Linda Riley, Director of Donor Relations, University Advancement (lindamriley@boisestate.edu) on behalf of University Advancement, with a copy to Rachael Bickerton, Director of Trademark Licensing and Enforcement (rachaelbickerton@boisestate.edu) on behalf of the Signage Committee.



OTHER APPLICATIONS - PAPER INSERT HOLDERS

APCO paper insert holders are available in 8.5 inch by 11 inch or 11 inch by 17 inch sizes, in landscape or portrait orientation.

Paper insert holders include a brushed metal finished edge and clear plastic protective surface.

Boise State's Sign Shop will provide and install all APCO paper insert holders.

LABORATORY SIGNAGE

Laboratory signage is to be placed in an APCO paper insert holder provided and installed by the Boise State Sign Shop.

The insert shall be prepared by a laboratory safety technician. Contact the Environmental Health, Safety and Sustainability department for appropriate laboratory signage templates.

OTHER APPLICATIONS - GRAB BAR

Grab bars are available in a brushed nickel finish and should be mounted below the standard or alternate room sign.

Grab bars come in various sizes. Contact the Boise State Campus Planning and Facilities for sizes.

Boise State's Campus Planning and Facilities will provide and install all grab bars.



OTHER APPLICATIONS - CORK STRIPS

Cork strips are available with a brushed nickel edge and should be mounted below the standard or alternate room sign.

Cork strips come in various sizes. Contact the Boise State Campus Planning and Facilities for sizes.

Boise State's Campus Planning and Facilities will provide and install all cork strips.



OTHER APPLICATIONS - FREESTANDING NAMEPLATES

A nameplate is a 10 inch by 2 inch sign available in a blue background. Lettering is to be 3/4 inches tall.

Nameplates are created by the Boise State Sign Shop are never to be mounted on a wall or door. Nameplates should only be displayed with the appropriate coordinating nameplate holder on a counter or desktop.

MATERIALS

Rotary Engraved 223-221 Air Force Blue/White "Gravofoil" Engraving Stock.

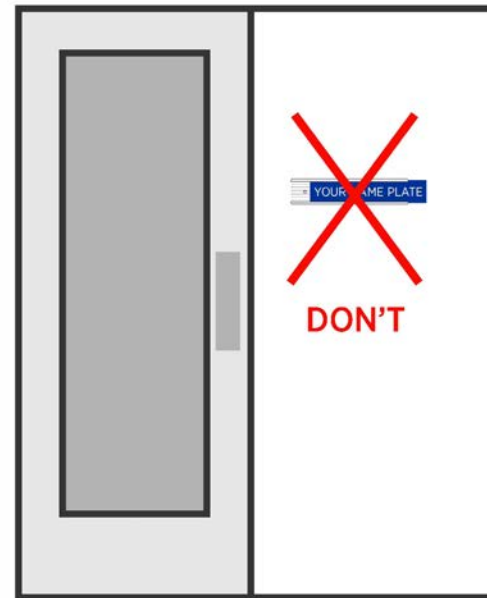


DO!

Nameplates are only allowed to be used as desk signage



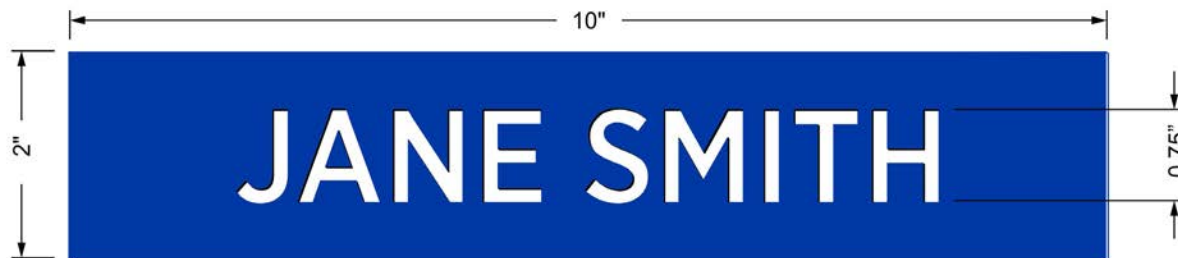
INSTALLATION DOS AND DON'TS



Nameplates are no longer allowed to be mounted on walls



Nameplates are no longer allowed to be mounted on doors



OTHER APPLICATIONS - CUBICAL NAMEPLATES

A nameplate is a 10 inch by 2 inch sign available in a blue background. Lettering is to be 3/4 inches tall.

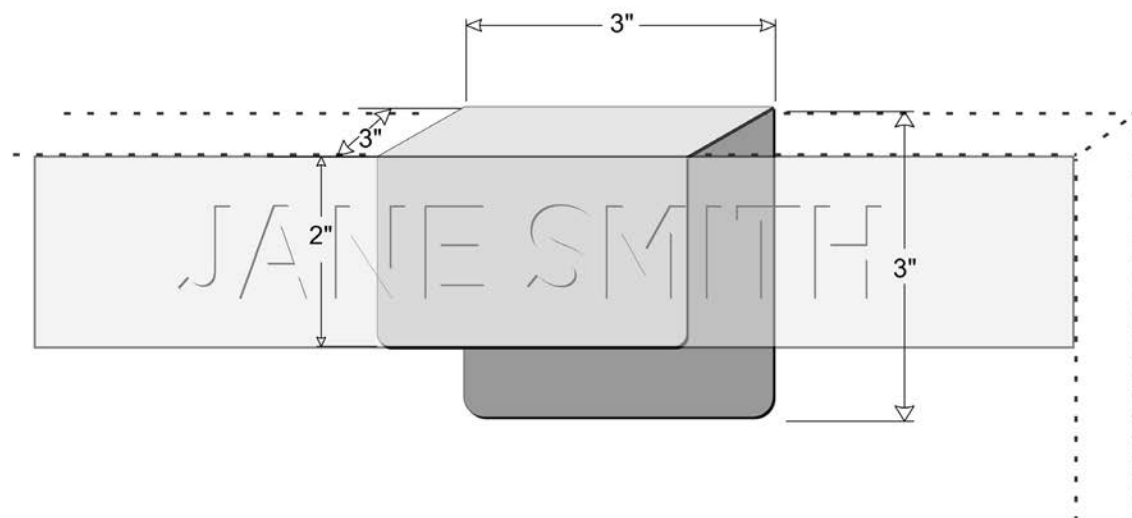
Nameplates are created by the Boise State Sign Shop are never to be mounted on a wall or door. Nameplates should only be displayed with the appropriate coordinating nameplate holder on a counter or desktop.

MATERIALS

BACKGROUND MATERIAL: Gravograph
Gravoply 1 Engraving Plastic 1.5 mm (1/16")
Azure Blue with White Core.

HOLDER

MATERIAL: Gravograph Metallex Indoor Plastic
#21898 - 1.5mm (1/16") Matte Brushed Silver
Surface with Black Core.



INTERIOR ART COLLECTION SIGNAGE

GIFT LEVEL

As of the end of 2017, these labels do not vary by gift level.

PURPOSE

1. It serves campus audiences as an educational tool to help connect to the artists and their work through identification and as a cursory research tool that gives enough information to facilitate further research, and

2. It allows the university to acknowledge patrons involved in building, through commission or donation, the university's permanent art collection.

DESCRIPTION/CONTEXT

All works of art displayed from the University Art Collection should be identified for our campus audiences. There are two basic kinds of interior signage used in highlighting the university art collection and its patrons: labels and interpretive signage. Labels are small and give iterative information; interpretive signage is larger and gives more information about, including but not limited to, the artist, the work, the style of work, or the history of the artist or patron to the university.

Note all items are in "Gotham Light" font, except where otherwise noted.

Fay Jones (American, b. 1936)

Haunts, 1994

acrylic on paper

Student Union "Art Mom" Collection
Gift of Nan Rick, 1995

INTERIOR ART COLLECTION SIGNAGE LABELS

Interior labels will be 4¼" x 3" in size and will include one sheet of white cardstock, one beveled plexiglass covering, available through the University Art Curator or through H & H Sports, and 4 screws.

LABEL STRUCTURE

Label should have 1/2" margins to avoid screws in the corners and to give a proportional balance to the hardware. Labels should be white with black ink. Label should be printed on a cardstock to avoid crumpling under the pressure of the screws. Plexiglass of label should be beveled with a 45-degree bevel.

LABEL PLACEMENT

Label will be placed to the right side of the work of art, separated from the frame by 3". The top edge of the label will be placed at 55" from the floor. This measurement will change if the center of the artwork is hung higher than the traditional 55" in order to avoid furniture. If this is the case, then the top of the label will be placed at height of the center of the artwork.

LABEL FORMAT

Labels are to be left aligned.

1st line recognizes the name of the artist, given and then surname, in initial caps [15 font] and a parenthetical indicating the artist's nationality in initial caps and the year of birth and death (if deceased) or year of birth demarcated by a b. (if still alive) [13 font].

2nd line is typically left blank as a white space divider between 1st and 3rd lines. If the name and nationality of the artist must extend to the 2nd line, then an additional white space must be provided as the subsequent line.

3rd line identifies the name of the piece, in initial caps and in Gotham Medium, and its completion date, in Gotham Light, separated by a comma [18 font]. If the name of the piece is too long to fit within the margins of the label, the name may extend to the fourth line, and so will continue to be completed with year separated by a comma

If the name of the piece is just long enough to fit within the margins of the label, and the year must drop to the fourth line alone, the comma does not need to follow the title of the piece.

4th line identifies the medium of the piece, in italics and in all lower case letters [13 font].

5th line is left blank as a white space divider between 4th and 6th lines

6th line acknowledges the University Permanent Art Collection in initial caps [13 font]. NOTE: There is only one University Art Collection. Within that collection, there are specific sub-collections associated with donors, e.g. the Sam Katz collection, the "Art Mom" collection, and the Richard Libby collection. Departments or organizations on campus do not have separate collections and so will not be distinguished as having a separate collection.

7th line acknowledges the acquisition, either through a donor line or an acquisition date [13 font]. Examples of each kind are as follows:

If the gift has been purchased by the University or any of its departments or organizations, then the line so acknowledges, in initial caps, and identifies the year the object was acquired. This will also be true for objects in which the donor is not known due to lost records.

(ex. Acquired 1993)

If the gift has been donated to the University or any of its departments or organizations, the line acknowledges the gift and the donor/s as prescribed by the gift agreement, in initial caps, and identifies the year the object was donated, separated by a comma.

(ex. Gift of Edith Hamilton, 1956)

If the object has been made possible by a commission of a department or individual, the line acknowledges the commission and the donor/s as prescribed by the gift agreement, in initial caps, and identifies the year the object was commissioned, separated by a comma.

(ex. Commissioned by Visual Art Department, 2018)

INTERIOR ART COLLECTION SIGNAGE INTERPRETIVE SIGNAGE

Interior interpretive signage will be 8 ½" x 11" in size and will include one sheet of white cardstock, one beveled plexiglass covering, available through the University Art Curator or through H & H Sports, and 4 screws.

SIGNAGE STRUCTURE

Signage should have ¾" margins to avoid screws in the corners and to give a proportional balance to the hardware. Signage should be white with black ink. If images are incorporated, they should be in color. Signage should be printed on a cardstock to avoid crumpling under the pressure of the screws. We have found that common printer paper does not hold up. Plexiglass of signage should be beveled with a 45-degree bevel.

SIGNAGE PLACEMENT

Signage will be placed to the immediate right side of the artwork, separated from the frame by 3". This will place the Signage to the left side of the Label identifying the work of art, separated from the label by 3". In general, the interpretive signage will be placed with the top at 62 ½" from the floor. This measurement will change if the center of the artwork is hung higher than the traditional 55" in order to avoid furniture. If this is the case, then the top of the label will be placed at 7 ½" from the top of the label.

SIGNAGE FORMAT

Signage to be justified, except where otherwise noted.

Signage is limited to one page unless approved by the University Art Curator.

Top Line recognizes the name of the artist, given and then surname, in initial caps [18 font] and a parenthetical indicating the artist's nationality in initial caps and the year of birth and death (if deceased) or year of birth demarcated by a b. (if still alive) [15 font]. This should be centered.

First Section allows for a quotation from the artist regarding her work. Text should be demarcated by 1 ½" margins, sans quotation marks, centered, and in italics. The text's punctuation will be followed

by a dash and the artist's name [12 font].
(ex. *This work is influenced by my time in Syria working on an Hurrian archaeological site that was once ruled by Naram Sin. – Abbas Stefan*)

Second Section presents the curatorial statement written by the University Art Curator and her staff, single-spaced [13 font].

The body of this section of text should include an embedded image of the author approximately the size of 2 ½" x 3 ½", though the size may vary depending on the ratio of the original file size. Image would be embedded with 1/8" margins of wrapped text.

EXTERIOR SIGNAGE/PUBLIC ART INTERPRETIVE SIGNAGE

GIFT LEVEL

As of the end of 2017, these labels do not vary by gift level.

PURPOSE

The function of exterior art collection signage/public art interpretative signage is dual in purpose.

1. It serves campus audiences as an educational tool to help connect to the artists and their work through identification and as a cursory research tool that gives enough information to facilitate further research, and
2. It allows the university to acknowledge artists and patrons involved in building, through commission or donation, the university's permanent art collection.

DESCRIPTION/CONTEXT

All works of permanent public art displayed from the University Art Collection should be identified for our campus audiences. Currently, there is no standard for public art signage as each project generally involves different patrons who determine the aesthetic and text for signage accompanying each commission.

