

University of Oregon Libraries
EXHIBIT REQUEST FORM

Date: _____

Staff Member Proposing Exhibit

Name: _____

Department or UO Affiliate Organization: _____

Phone number: _____ Email: _____

Are you working with a library faculty or staff person to plan and execute this exhibit? Yes/No

If not, the Exhibit Committee will appoint an appropriate library liaison to facilitate this process.

Names of team members:

Name (attach extra page if necessary):

Department:

_____	_____
_____	_____
_____	_____

Webmaster: _____

Exhibit Dates

Dates preferred (inclusive): ___/___/___ to ___/___/___ (academic quarter: _____)

Alternate Dates (inclusive): ___/___/___ to ___/___/___ (academic quarter: _____)

Is the exhibit time sensitive? For example, is it seasonal and/or associated with an event on campus? Yes/No

If yes, explain:

Exhibit Description

Title (or working title): _____

Subject/theme: _____

Description of exhibit (attach extra page if necessary):

How does this exhibit meet the guidelines for library exhibits?

University of Oregon Libraries
EXHIBIT REQUEST FORM

Materials to be Exhibited

Library Materials (attach extra page if necessary)

Library Branch or Collection

Materials privately owned or from another repository
(attach extra page if necessary)

Source

The University of Oregon Libraries does not provide security nor insurance for privately owned items beyond that which is regularly provided for library owned materials. Are any of the privately owned materials of significant monetary value? Yes/No

Check type of materials to be exhibited: Originals _____ Reproductions _____

If items are being reproduced, has copyright permission been secured? Yes/No

Physical Requirements

Exhibits should be of sufficient size and scope to fill the four glass display cases in the entrance corridors for the Knight Library. Explain any special physical requirements your exhibit may have:

Publicity and Events

Describe any publicity such as press releases, newspaper articles or advertisements planned for this exhibit:

For Exhibits Committee use only

Date received: ___/___/___ Approved/Denied by Chair: _____ Date: ___/___/___