**Pacific University Libraries**

**Exhibit Proposal Form**

**1) Your Name**: Click or tap here to enter text.

**2) Department/College:** Click or tap here to enter text.

**3) Pacific University Affiliation (select one):**

[ ]  *Student* [ ]  *Staff/Administrator* [ ]  *Faculty*

**4) Email:** Click or tap here to enter text.

**5) Phone:** Click or tap here to enter text.

**6) Exhibit Title:** Click or tap here to enter text.

**7) Requested Location (select one):**

[ ]  *Gallery* [ ]  *Lobby* [ ]  *Media Commons*

[ ]  *Other:* Click or tap here to enter text.

**8) Briefly describe the exhibit and the materials that will be displayed:**

Click or tap here to enter text.

**9) Source of materials (e.g. Library, private collection, etc.):**

Click or tap here to enter text.

**10) Accommodations needed for obscure/fragile/rare materials:**

Click or tap here to enter text.

**11) Please state publicity plans for this exhibit, if any:**

Click or tap here to enter text.

**12) If this exhibit coincides with an event, please specify:**

Click or tap here to enter text.

**Additional information:**

Click or tap here to enter text.

I have read the Libraries' Exhibit Policy and acknowledge by checking the box below that I accept the conditions and responsibilities stated therein and will hold Pacific University and Pacific University Libraries harmless for any condition relative to the exhibit beyond general control. More specifically, I acknowledge and accept that:

* If this exhibit is proposed by a student organization with a faculty advisor, the advisor has reviewed/approved our proposed exhibit plan (indicated by the advisor’s signature below);
* It is my/our responsibility to provide all supplies needed to stage the exhibit (with the exception of display cases/blocks provided by the Libraries);
* If any changes are made to this proposal once it is approved by the Libraries, there is no guarantee those changes can be accommodated without prior approval by the Libraries;
* Installation and de-installation of the exhibit must be scheduled in advance and a Libraries staff member must be present; and
* The Libraries cannot provide additional security or insurance coverage for non-library owned materials.

[ ]  **I agree to these terms.**

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**Signature Date**

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**Advisor Signature (if applicable) Date**