

Pacific University Libraries Exhibit Proposal Form

Complete all fields. You may submit the form in hardcopy or electronically.

Hardcopy:

Eva Guggemos
Pacific University Libraries
(Send interoffice or drop off
at the Circulation desk.)

Electronically:

Eva Guggemos
archives@pacificu.edu

Your Name:	
Department/College:	
Pacific University Affiliation (select one):	<input type="checkbox"/> Student <input type="checkbox"/> Staff/Administrator <input type="checkbox"/> Faculty
Email:	
Phone:	
Exhibit Title:	
Requested Location (select one):	<input type="checkbox"/> Gallery <input type="checkbox"/> Lobby <input type="checkbox"/> Media Commons <input type="checkbox"/> Other: _____
Briefly describe the exhibit and the materials that will be displayed:	
Source of materials (e.g. Library, private collection, etc.):	
Accommodations needed for obscure/fragile/rare materials:	
Please state publicity plans for this exhibit, if any:	
If this exhibit coincides with an event, please specify:	
Additional information:	

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 proposal 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.

Signature

Date

Advisor Signature (if applicable)

Date