New Mexico State University Library
EXHIBIT REQUEST FORM

Submit completed request form to Library Administration.

Date: _________________

Name of Requestor: _______________________________ Department: ___________________________
(Please Print)

Phone number: ___________________________________ Email: ________________________________

Library Sponsor: _________________________________ Department: ___________________________
(Please Print)

Phone number: __________________________________ Email: ________________________________

Contact Information for all those working on the exhibit. (Name/Dept./Phone/E-mail)
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Webmaster (If applicable): ________________________________________________________________

Proposed Exhibit Dates

Dates preferred (inclusive): ___/___/___ to ___/___/___

Alternate Dates (inclusive): ___/___/___ to ___/___/___

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?

Funding Requirements (Be Specific)
Physical Requirements (If applicable)

Materials to be Exhibited
General Description of materials to be exhibited

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

The Library does not provide security or insurance for privately owned items. Are any of the privately owned materials of significant monetary value? Yes/No

Check type of materials to be exhibited: (check all that apply)
Originals ______ Reproductions ______ Other __________________

Exhibits must comply with federal copyright law. Exhibitors are responsible for securing any permissions to display materials if needed. If items are being reproduced, has copyright permission been secured? Yes/No

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

□ Approved  □ Disapproved

__________________________________________ _______________
Signature Dean/Associate Dean    Date

COMMENTS: