



# 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

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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: