

## LIBRARY AND INFORMATION SERVICES EXHIBIT SPACE REQUEST in LOVEJOY LIBRARY

Please complete the following form to request use of exhibit cases or space in the library. The Exhibit Committee will respond to your request within ten (10) working days. Submit your request as early as possible. Exhibits are usually reserved at least two months in advance.

Name:

Email Address:

Phone:

SIUE affiliation: Faculty      Staff      Student      Public

List any exhibit partners (name and email addresses):

Faculty Advisor (Student):

Title of Exhibit:

Description of Exhibit Plan (including specifying use of cases or space, dimensions, medium and sketch):

Library Exhibit Cases Needed:

Other Exhibit Cases or Space to be used:

Proposed Date(s) of Exhibit (including installation and removal):

Alternate Date:

Is the exhibit time sensitive? Yes\_\_\_ No\_\_\_ (For example, is it seasonal and/or associated with a course or event?) Please explain:

I have read, understand and agree to the stipulations contained in Library and Information Services *Guidelines for Exhibits*.

Exhibitor's Signature \_\_\_\_\_

Approved by Exhibit Committee \_\_\_\_\_ (date)\_\_\_\_\_

Comments:

Dean's Approval, if applicable \_\_\_\_\_ (date)\_\_\_\_\_

Comments: