

Request to Display Exhibits in DAAP Library

All exhibits must be approved by the librarian before being displayed in the DAAP Library. See the checklist below for a list of what must be provided with the exhibit.

Please provide as much information as possible about your exhibit, and please attach photos of the objects to be displayed.

Name:		
Organization:		
Address:		
E-mail:	Phone:	Fax:
Exhibit title or theme:		
<i>Exhibit description (include approximate sizes of objects, proposed layout, and any special space requirements – attach additional sheets if necessary):</i>		
Preferred duration (include specific start and end dates, if known):		
Preferred location in Library		

Waiver: I, the undersigned, understand that the library will make every reasonable effort to maintain proper security of displayed exhibits, but that the library will not be responsible for any damage, loss, or theft of objects exhibited. In addition, I have read and understand the [Library's exhibits policy](#), and agree to abide by it fully.

Signature _____ Date _____

Scheduling

Exhibitors should arrange time and dates for installation with the committee. If an exhibitor will not be ready for installation on the assigned date, they should contact the committee to reschedule installation. If installation is not rescheduled within two days of the original time, the exhibit will be considered canceled, and removed from the schedule. **Exhibit Checklist**

What the exhibitor must provide:

- Exhibit installation and dismantling team.
- Art and objects to be displayed.
- All exhibit signage (introductory signs, section headings, individual object labels, etc.).
- Description of the exhibit to be used when announcing the exhibit.
- Photographs of the installed exhibit to be used when announcing the exhibit.
- Any promotion of the exhibit beyond what the library will provide (see below).

What the Library will provide:

- Staff to offer guidance during the installation process.
- Installation supplies to install the art objects and signage (tape, book stands, bookcases, pedestals).
- Tools for use when installing the exhibit.
- Announcement of the exhibit on the DAAP College's events calendar, the library's website, and through the library's social media channels.
- Staff to offer guidance during the dismantling process.