

MORRIS LIBRARY EXHIBIT APPLICATION

Department / Organization _____

Your Name _____ Phone _____

Address _____ E-mail _____

If you are a student:

Faculty Advisor / Sponsor _____

Advisor's / Sponsor's Dept. _____ Phone _____

What is the proposed month(s) for the exhibit? _____

What is the proposed duration of the exhibit? (2 month maximum) _____

*Your library contact will help you to coordinate scheduling for setting up and taking down exhibits.

What is the proposed location for the exhibit? First Floor Rotunda, Delyte's Display Case

Title of Exhibit _____

Give a brief description of the exhibit. Include subject, objective or intent, types of materials that will be used, dimensions, etc.

Please provide a brief summary (2-3 sentences) describing your plan for publicizing the exhibit:

Do you plan to have an opening or reception for the exhibit*? Yes No

* If you plan to have an event you need to fill out an Event Application Form which can be found on the Morris Library Website.

* Please be advised the Arts and Exhibits Committee strongly advises exhibitors to frame or mount artwork for the artist's protection. The Arts and Exhibits Committee and Library Affairs are NOT responsible for stolen or damaged art.

I have read and agree to the terms of the Morris Library Exhibit Guidelines.

Signed _____ Date _____

NOTE: Submit applications at least two (2) months before the proposed exhibition date. If you plan to hold a reception, please fill out the Event Space Application, which can be found on the Morris Library Website. Submit forms to:

Exhibits Committee
Morris Library MC 6632
Phone: 453-2681

FOR OFFICE USE ONLY:

Date received: _____

- Disapproved.
- Approved for: Month(s): _____ Contact: _____
- Applicant notified of approval / disapproval (date/initials: _____).