## Exhibit Proposal Form

Complete all fields. You may submit the form in hardcopy or electronically.

**Hardcopy:**
Eva Guggemos  
Pacific University Libraries  
(Send interoffice or drop off at the Circulation desk.)

**Electronically:**
Eva Guggemos  
[archives@pacificu.edu](mailto:archives@pacificu.edu)

<table>
<thead>
<tr>
<th>Your Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td></td>
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<tr>
<td>Pacific University Affiliation (select one):</td>
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</tr>
<tr>
<td>☐ Student</td>
<td>☐ Staff/Administrator</td>
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<tr>
<td>Email:</td>
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<td>Phone:</td>
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<td>Exhibit Title:</td>
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<td>Requested Location (select one):</td>
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<tr>
<td>☐ Gallery</td>
<td>☐ Lobby</td>
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<td>☐ Other:</td>
<td></td>
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</tbody>
</table>

Briefly describe the exhibit and the materials that will be displayed:

Source of materials (e.g. Library, private collection, etc.):

Accommodations needed for obscure/fragile/rare materials:

Please state publicity plans for this exhibit, if any:

If this exhibit coincides with an event, please specify:

Additional information:
I have read the Libraries' Exhibit Policy and acknowledge by checking the box below that I accept the conditions and responsibilities stated therein and will hold Pacific University and Pacific University Libraries harmless for any condition relative to the exhibit beyond general control. More specifically, I acknowledge and accept that:

- If this exhibit is proposed by a student organization with a faculty advisor, the advisor has reviewed/approved our proposal exhibit plan (indicated by the advisor's signature below);
- It is my/our responsibility to provide all supplies needed to stage the exhibit (with the exception of display cases/blocks provided by the Libraries);
- If any changes are made to this proposal once it is approved by the Libraries, there is no guarantee those changes can be accommodated without prior approval by the Libraries;
- Installation and de-installation of the exhibit must be scheduled in advance and a Libraries staff member must be present; and
- The Libraries cannot provide additional security or insurance coverage for non-library owned materials.

☐ I agree to these terms.

____________________________________  __________________________
Signature                                                  Date

____________________________________  __________________________
Advisor Signature (if applicable)                                                  Date