Request to Exhibit at the Edwin H. Mookini Library

Today's Date: ____________________________

Title of Exhibit: ________________________________________________________________

Proposed Starting and Ending Dates for Exhibit: __________ to __________
(Note: most exhibits are for 30 days.)

Please describe the theme or idea of the exhibit:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please describe the exhibit contents and in what manner they will be installed
(display cases, bulletin boards, signage, A/V equipment, etc.):
(see Gallery locations and descriptions at http://guides.library.ugh.hawaii.edu/displays)
______________________________________________________________________________
______________________________________________________________________________
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Please indicate how much space will be required and any special needs anticipated:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Exhibit Sponsor: __________________________________________
This person takes responsibility for the exhibit and will be contacted by the library if any unforeseen problems arise.

Phone:_____________________________________________________

Email:_____________________________________________________

Campus Affiliation:_________________________________________

Faculty Co-Sponsor (student requests must have the signature of a UH Faculty member):

___________________________________________
(Signature)                                                                                      (Print name)

Person Responsible for Setting Up the Exhibit: __________________________________________
This person is responsible for installing the exhibit on time and in accordance with library guidelines.

Phone: ___________________________ (can leave blank if same as above)

Email: ___________________________ (can leave blank if same as above)

Person Responsible for Maintaining the Exhibit: __________________________________________
This person is responsible for visiting the exhibit periodically and keeping its appearance neat and fresh, replenishing handouts, etc.

Phone: ___________________________ (can leave blank if same as above)

Email: ___________________________ (can leave blank if same as above)

Person Responsible for Taking Down the Exhibit: __________________________________________
This person is responsible for dismantling the exhibit on the last date of its run and restoring the display space to its original condition.

Phone: ___________________________ (can leave blank if same as above)

Email: ___________________________ (can leave blank if same as above)
Guidelines for Exhibit Installation:

All exhibits are to be installed in a manner that minimizes wear and tear on library walls, floors, countertops, display cases, bulletin boards, and other display spaces.

Materials may not be affixed to library walls, floors, countertops, display cases, bulletin boards, and other display spaces except by a non-permanent adhesive.

Materials may not extend past the boundaries of the allotted display space.

Agreement (to be signed by the Exhibit Sponsor upon the library's acceptance of the exhibit proposal):

The Mookini Library reserves the right to reject any exhibit proposal. Although proposals may be submitted on any topic, priority will be given to proposals that meet the criteria specified at

http://guides.library.uhh.hawaii.edu/displays

Exhibitors understand that neither the library, the university, nor any related agency is responsible for the materials used in the exhibit, with the exception of library property used in the exhibit.

With the exception of library materials used in the exhibit, exhibitors take full responsibility for the transportation, installation, display, maintenance, and dismantling of all exhibit materials. Failure to do so, and failure to dismantle the exhibit by its end date and reclaim exhibit materials within 10 business days of that date, may result in the disposal of exhibit materials as the library Head of Public Services sees fit.

Exhibitors agree to follow library guidelines for the installation of exhibits.

Exhibitors agree that their exhibits will be photographed, and that the photographs will become University property and kept in the digital archives.

Signed by Exhibit Sponsor
(upon acceptance of the proposal by the library):

____________________________________________________________________

Date: __________________________