

**Exhibit Proposal Form**  
**SDSU Library and Information Access**

1. Name:
2. Department/Affiliation:
3. Telephone number:
4. Email address:
5. Principal curator (if different from #1 above):
6. Person responsible for writing text for exhibit (if different from #1 above):
  
7. Please provide a detailed description of the proposed exhibit's subject matter:

8. Justification for exhibit:
  
9. Format(s) of materials to be exhibited (please check all that apply):  
 Artwork             Photographs             Documents  
 Books                 Artifacts                 Other \_\_\_\_\_
  
10. Who owns the items? Please explain.
  
11. If any SDSU library materials are to be exhibited, please specify:

12. Anticipated start and end dates of exhibit:

13. Are these dates flexible? Please circle one:            YES            NO

14. Number of days needed to install and de-install the exhibit:

15. Proposed areas for display (please check all that apply):

- Donor Hallway (1<sup>st</sup> floor, Library addition): 4 tower cases and 7 flat cases
- Browsing Area (1<sup>st</sup> floor, Library addition): 2 tower cases and 6 flat cases
- Special Collections (4<sup>th</sup> floor, Library addition): 2 cabinet cases in foyer and 2 flat cases inside the Kenney Reading Room
- Other (please explain): \_\_\_\_\_

*I have read, understand and agree to abide by the regulations stated in the San Diego State University Library and Information Access Exhibits Policy.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please print and submit this completed form to:

Nicole Shibata, Exhibit Coordinator  
Special Collections and University Archives  
Library and Information Access  
5500 Campanile Drive  
San Diego, CA 92182-8050  
Fax: (619) 594-0466