

## Application for an Ellis Library Exhibit

Before filling out this form, please refer to our website (<http://mulibraries.missouri.edu/staff/committees/exhibits/default.htm>) for exhibit information and policies. It would be best if your group previews the photos of cases and available materials to explore the limitations of what can be displayed in each case.

Name of Sponsoring Organization: \_\_\_\_\_

Check if Organization is affiliated with the University of Missouri.

Title of Exhibit: \_\_\_\_\_

For the Month of: \_\_\_\_\_

Please share some information about the nature and content of your proposed exhibit:

Please check which cabinets your exhibit would fill:

<input type="checkbox"/>	Built-in unit, 127" wide x 57" tall x 15" deep
<input type="checkbox"/>	Built-in unit, 85" wide x 57" tall x 15" deep
<input type="checkbox"/>	Built-in unit, 68" wide x 57" tall x 15" deep
<input type="checkbox"/>	Freestanding unit, east side: 60" wide x 65" tall x 22" deep
<input type="checkbox"/>	Freestanding unit, west side: 60" wide x 65" tall x 22" deep

What day and time would representatives of your organization like to set up your exhibit if it is chosen?

For its files the Exhibits Committee documents all the displays with photographs. Please indicate if the Exhibits Committee can additionally choose to post these images on its website for historical or promotional display.      YES      NO

Please list two contact names, phone numbers, and e-mail addresses for your group:

1)

2)

The undersigned representative for \_\_\_\_\_ [name of group or organization as it appears on the APPLICATION] hereby acknowledges that the exhibit and its materials presented for display will:

1. conform to the description supplied to the MU Libraries Exhibits Committee on the application.
2. conform to the regulations set forth in the ELLIS LIBRARY EXHIBITS POLICY (available at: <http://mulibraries.missouri.edu/staff/Policies/POL33.htm> ), **with special attention to the following sections:**

**2.3** Exhibits may be enhanced by borrowing items and artifacts to supplement library materials; however, the library assumes no responsibility for loss or damage. The Director of Libraries may elect to purchase temporary museum insurance coverage on special occasions.

**3.3** Requests for exhibit space shall be submitted to the chair of the Exhibits Committee. However, the committee is not obligated to accept ideas or materials for exhibit.

**3.3.1** Exhibits originating from within the Libraries have first priority. Exhibits of merit from other groups may be accepted as space is available.

**3.3.3** Exhibits should not advocate the personal point of view of the exhibitor. Topics for exhibits may include controversial issues only if such issues are presented from a neutral or non-partisan point of view.

**3.3.4** Exhibits should not promote the financial profit of any individual or organization.

**3.4** The duration of each exhibit will be 4 - 8 weeks unless special arrangements have previously been made.

**3.5** The Exhibits Committee reserves the right to review each exhibit and to require necessary changes in keeping with this policy as well as to modify schedules for durations of exhibits, if necessary.

Signature of representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of representative: \_\_\_\_\_

**Submit completed application to Kelli Hansen, Exhibits Committee Chair, 401 Ellis Library**