Library Exhibition/Installation Proposal

PRINT & SUBMIT IN HARDCOPY

Please complete all information. Failure to do so will delay proposal.
Submit proposal to Ignatios Alexander, Dean’s Office, Hunt Library.

APPLICANT INFORMATION

Your name _______________________________________________________

Carnegie Mellon affiliation (student, faculty, staff) _________________________

If student, what year?  __Freshman  __Sophomore  __Junior  __Senior  __5th Yr  __Grad

Email or best means to contact you _________________________________________

Exhibit created in conjunction with

Department/School/Organization __________________________________________

Course Number/Name _____________________________________________________

Faculty Sponsor _________________________________________________________

EXHIBIT DATES

Set up: ___________________________ Installation begins: _______________________

Work will be removed (date): _______________________________________________

EXHIBIT LOCATION

__ Hunt Library       __ Engineering & Science Library       __ Mellon Institute Library

Indicate floor and/or exact location of the proposed installation

________________________________________________________________________

EXHIBIT DESCRIPTION

Title ____________________________

Materials/equipment ____________________________

Physical dimensions ____________________________

Other physical aspects (sound, lighting etc.) *Attach additional pages as needed.*

________________________________________________________________________
EXHIBIT CONTENT

What is the nature and intent of your project? Why do you want to install it in the location requested? If possible, please attach plans, drawings or other illustrative material of the proposed installation.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

IMPACT ON LIBRARY USERS

Describe how your work will impact library users and the library environment.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Applicant (signature/date) _____________________________________________________

------------------------------------------------------------------ LIBRARY USE ONLY -------------------------------

APPROVED (signature/date) ___________________________________________________
NOT APPROVED (signature/date) _____________________________________________
If not approved, why:

___________________________________________________________________________
___________________________________________________________________________

06/04/07