



Santa Clara University

Orradre Library

PROPOSAL FOR THE USE OF ORRADRE LIBRARY EXHIBIT SPACE

Philosophy of Exhibits Statement

The primary emphasis of exhibits will be educational, rather than commercial, with the following goals:

- to inform users of resources of the library, calling attention to the unique strengths of our collections
- to call attention to unusual or memorable aspects of a topic as revealed in books and other library materials
- to bring together, in a display, disparate material on a topic, that might be scattered throughout the collections
- to commemorate events, especially events concerned with the University's programs or activities
- to affirm diversity within the University community

PROPOSAL DATE: _____

ORGANIZATION: _____

CONTACT PERSON: _____ **PHONE:** _____

ADDRESS: _____

EXHIBIT TITLE/THEME: _____

Is the proposed exhibit in conjunction with a campus event? No Yes

Event Name: _____

Sponsoring Organization: _____

Date(s) of Event: _____

Are You Proposing a Virtual Exhibit Component? No Yes

The Library will consider mounting a Virtual Exhibit component of this proposal provided that the exhibit meets Section IV.B and Section V of the Orradre Library Exhibits Policy.

Purpose of Exhibit: Explain how the proposed display would meet one or more of the criteria stated in the Philosophy of Exhibits statement.

Preferred Date(s) of Exhibit: _____

Alternative Date(s): _____

List the representative book title(s) and other materials (i.e., artifacts, 3-dimensional items, descriptive information, etc.) to be included in the exhibit. Individuals and/or groups from outside the Library need to provide all necessary materials, with the exception of items from the Orradre Library collection and book stands.

Signature: _____ **Date:** _____

Please return this proposal to the Chair of the Orradre Library Exhibits Committee.

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| <u>For Orradre Library Use Only</u> | |
| <i>Date Proposal Received:</i> _____ | <i>Received by:</i> _____ |
| <i>Date Proposal Discussed:</i> _____ | <i>Decision:</i> <input type="checkbox"/> Exhibit(s) approved, as proposed <input type="checkbox"/> Exhibit(s) approved, with changes (specify) <input type="checkbox"/> Exhibit(s) not approved (provide written reason for non-approval) |
| <i>Date Contact Person</i> <i>Notified of Decision:</i> _____ | <i>Notified by:</i> _____ |