



UNIVERSITY OF TORONTO LIBRARIES

EXHIBIT PROPOSAL FORM: ROBARTS LIBRARY

Name of Applicant: _____

Affiliation with the University of Toronto Libraries: _____

U of T Personnel or Student #: _____

Name of U of T department supporting this exhibition and departmental contact: _____

Address: _____

Phone: _____ E-mail: _____

Name of Curator (if different than applicant): _____

Phone: _____ E-mail: _____

Title of Proposed Exhibit: _____

Briefly describe the scope, content and purpose of the exhibit (include types of materials/format, ex. original art, posters, books, artifacts, etc.):

(please attach any relevant documentation)

How will this exhibit complement the mission and goals of the University of Toronto Libraries?
(see <https://onesearch.library.utoronto.ca/mission-statement>)

How will this exhibit complement the teaching and research objectives of the University of Toronto?

What is the value of the material and who owns it?

Describe any special needs for display, delivery or installation:

Proposed Dates:

Installation Date(s): _____ Deinstallation Date(s): _____

Please list any associated events (opening reception, lecture, etc.) and provide website link if available:

(Library space may be provided for small opening receptions. Equipment needs are the responsibility of the exhibitors, ex. projector, screen, microphone.)

How did you learn about exhibiting at Robarts Library?

Will you require a poster for the exhibit to be created by the Library? Yes No

Proposal Submitted By (print name): _____

I have read the Robarts Library Exhibit Policy (<https://oneseach.library.utoronto.ca/ico-activities>) and, if this proposal is approved, I commit to comply with the University of Toronto Libraries Conduct Regulations (<https://oneseach.library.utoronto.ca/conduct-regulations>) while using exhibit space in the Robarts Library.

Signature

Date

Important Information

- The University of Toronto Libraries cannot provide security for exhibits at any time.
- The Libraries accept no responsibility for loss or damage to exhibits at any time while in the Libraries or while being shipped to or from the Libraries.
- The individuals named on this form are responsible for leaving the exhibit space in good order. They are also responsible for repairs and all damages caused by them or their employees, volunteers, agents, or invitees to any premises, equipment, furnishings or facilities of the U of T Libraries; reasonable wear and tear excepted.
- Please refer to the Robarts Library Exhibit Policy for criteria upon which exhibit proposals will be considered.

APPROVAL (FOR LIBRARY USE ONLY)

Approved By: _____

Print Name: _____ Date: _____

This application is approved on the basis of the information provided by the applicant. The Library must be consulted if changes to the details provided are to be made.

All communications relating to exhibit applications and further plans after approval, should be directed to Jack Leong, Chair, International and Community Outreach Committee (jack.leong@utoronto.ca).