Library Display Application Form

Contact Information
Primary Contact Name: ___________________________________________________
Contact Email: ___________________________________________________________
Contact Telephone Number: _______________________________________________
Sponsoring Organization/Department: _______________________________________

Display Information
Working Title of the Display: _______________________________________________
Description of the Display / Statement of Purpose
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Description of Materials to be used in the Display (photographs, books, artifacts, posters, etc)
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Length of Display Time (30 – 90 days)
*Start date must be a minimum of three weeks from today’s date and no more than a year out*
Start Date: ____________________
End Date: _____________________

Preference for Location and Display Type (1-4th floor, display case type, wall space)
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Additional Information
Do you plan on distributing/posting additional materials related to the display? If yes, explain.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Do you plan on holding a reception or event linked to the display? If yes, explain.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Please attach any diagrams, mock-ups, or photographs of the display that you have when emailing this form to the Library Display Committee.

By signing below, you acknowledge that you have read and understand the full terms of the Library Display Policy. You agree to indemnify and hold harmless the City of New Orleans, Xavier University of Louisiana, the Library, its employees, and the Board of Trustees from liability in case of theft, vandalism, fire or any other loss or damage to the exhibited materials. You also agree to allow Xavier University Library the right to photograph items and use them for the purposes of promoting the exhibit and the library in general, giving appropriate credit to the owner/artist.

Failure to comply with the terms in the Library Display Policy may result in the removal of the display and the loss of future display privileges.

Signature: ___________________________    Date: ___________________________