



## GOUCHER COLLEGE LIBRARY DISPLAY REQUEST FORM

**Applicant's Name:**

**Faculty or Staff Sponsor's Name:**

**Proposed Location: (PLEASE CHECK ONE)**

- 1) Inside the library (please describe exact proposed location)
  
- 2) Walls outside of Special Collections (431)
  
- 3) Other spaces on upper level of Athenaeum, including the Pierce B. Dunn and Lee Hoyt Living Room (421)

**Attach a written description including the following:**

- List of materials to be used in display and installation (**hanging equipment is available from the Office of the College Librarian**);
- Detailed schedule and method for installation of display;
- Plan for maintenance;
- Plan for removal (to include site restoration); and
- Sketch of display indicating scale.

Installations will generally be approved for a period from the date of installation for one month, unless the display area is in demand, in which case installations may be more limited. A longer period can be requested and approved by the college librarian.

**The undersigned accepts responsibility for installation, maintenance and removal of the display or artwork and agrees that the college has no responsibility for maintenance of the display and is not responsible in the event the object is damaged or destroyed. The undersigned agrees that if he/she violates any terms of the project description, including missing deadlines for installation or removal, failing to properly maintain the display, or failing to conform to any other condition of approval, the undersigned's right to install the display or artwork will be terminated and/or the display will be removed.**

**Applicant's name & signature (please include phone and e-mail):**

**Sponsor's name & signature (please include phone and e-mail):**