

Ingalls Library Exhibition Proposal Form

Library exhibits intended to accompany gallery exhibitions should be proposed as soon as possible after the initial exhibition meeting and will be entered into the [graphic exhibition schedule](#) on the F drive and in the archives all staff folder. Exhibit proposals needing preparation by conservation, curatorial, design, and the exhibition office will be forwarded to all parties to ensure that preparation and installation can be accommodated and scheduled.

Consult the graphic exhibition schedule when proposing library exhibits on special topics not associated with gallery exhibitions. Proposals will be entered into the [graphic exhibition schedule](#) on the F drive and in the archives all staff folder. Exhibit proposals needing preparation by conservation, curatorial, design, and the exhibition office will be forwarded to all parties to ensure that preparation and installation can be accommodated and scheduled.

Information Required for Consideration of Proposal

Exhibition Proposed:

Does this exhibit accompany a gallery exhibition:

Date of proposal:

Submitted by:

Proposed case: 22x56" case with 8" bonnet
 22x56" case with 15" bonnet
 26x58" case with 6" bonnet

Exhibition Timeframe:

Exhibition Concept

Brief description (200 words) of exhibition:

What are the goals of the exhibition? To showcase various collections in the Ingalls Library and Museum Archives as well as the Art-to-Go collection

Who are the target audiences for this exhibition? What ideas or takeaways will visitors gain from the exhibit?

Exhibition Content

Please attach draft checklist to this document.

Estimated number of library and/or archival works:

Estimated number of works from the primary or education art collections:

Estimated number of loans:

Exhibition Preparation

In regards to conservation, what lab(s) might be involved in preparing works:

Book and/or paper conservation:

Object conservation:

Will any treatment be necessary? (For library/archives items? CMA objects?)

Object preparation:

Will new/improved mounts be needed?

Will framing and/or matting be needed?

Reuse existing stock?

Purchase new?

Marketing

Marketing Potential: 0

Social Media:

Other

SAA Museum Archives Section Working Group Example