Exhibition Planning Form

rev. 3/31/2010

This form should be completed for any planned public presentation of material from the Libraries collections -- either brick & mortar alone or paired with an online version. The purpose of this form is to assemble sufficient information about the proposed exhibition project to allow technical staff in Preservation and the Libraries Digital Program to schedule relevant tasks and to handle competing priorities appropriately.

Form should be submitted to newproject@libraries.cul.columbia.edu *(Gertz, Davis, Blitz)* ___6 months___ *before opening brick & mortar exhibition.*

1. Curator / Requester:	**2. Date:**
3. Exhibition Title / Theme:	
4. Repository / Collection:	
5. Planned Launch Date:	
6. Brick & Mortar | Brick & Mortar plus Online ? If both: simultaneous online or online only after takedown?	
7. *If also online:* Are all items in the public domain? If not, please consult with Copyright Advisory Office before submitting this form.	
8. Number and type of objects to be __digitized__. Range of formats and sizes.	
9. Conservation issues. Are there any known physical problems with the material to be presented that might require conservation?	

10. Online exhibitions only:

- What metadata exists at the item level?
  (Please contact Robbie Blitz for a consultation about appropriate metadata for this exhibition.)

- Who will create / organize the online exhibition? *(Please provide UNIs for access to Omeka.)*

- Will existing CUL Omeka templates accommodate this exhibition?

- Need zoomable / multiresolution images, or will standard jpegs suffice?

11. Director's Signature:	**12. Date:**