



CALIFORNIA STATE UNIVERSITY, FULLERTON

Paulina June & George Pollak Library

P.O. Box 4150, Fullerton, CA 92834-4150 / T 657-278-2990 / F 657-278-2439 / E libexhibits@fullerton.edu

Pollak Library Exhibition Application Form

Proposals must be received (electronically) by November 1, 2024 at 5:00 p.m.

The Pollak Library at California State University, Fullerton (CSUF) is seeking proposals for the use of our 1076 square foot Atrium Gallery, or other exhibition space. The Library invites/encourages members of the campus and wider community to submit proposals for exhibitions (on any topic using any types of materials) that seek to educate and enlighten CSUF students, faculty, staff and the community at large.

The Library encourages the inclusion of events associated with the exhibition that will engage the public.

Established cultural institutions as well as freelance curators/researchers and CSUF faculty, staff, students, and departments are encouraged to propose an exhibit to fit within a three-month time slot.

The Library sees itself as integral to the teaching mission of CSUF and will prioritize those exhibit proposals that provide a learning experience for the viewer so labels and didactics are encouraged.

Applications will be evaluated according to the following criteria:

1. CSUF Mission and Goals
2. The Library's Vision and Values
3. Educational Content; Informational Value
4. General Interest; Breadth of Appeal
5. Inclusion of additional related public programming, events, and activities
6. CSUF Affiliation
7. Time Sensitivity (curricular, calendric, or commemorative projects)
8. Exhibition Techniques (multi-media, mixed formats, etc.)

Please refer to the following for evaluation criteria one through five above:

- Mission & Goals: <http://www.fullerton.edu/about/default.aspx#mission>
- Strategic Plan: <http://planning.fullerton.edu/> (the Goals of this plan are new for 2024-2029)
- High Impact Practices: <http://www.fullerton.edu/hips/>
- Diversity, Equity and Inclusion: <http://together.fullerton.edu/>

****Completion of this form does not guarantee your exhibition will be displayed in the Pollak Library. Final approval of your proposal will be determined by the Pollak Library Exhibition Committee.****

Proposals should be submitted electronically to trishcambell@fullerton.edu by **November 1, 2024 at 5:00 p.m.**

You will be contacted via email of your completed submission. **Notification of award by December 16, 2024.**

THE CALIFORNIA STATE UNIVERSITY

Bakersfield / Channel Islands / Chico / Dominguez Hills / East Bay / Fresno / Fullerton / Humboldt / Long Beach / Los Angeles / Maritime Academy
Monterey Bay / Northridge / Pomona / Sacramento / San Bernardino / San Diego / San Francisco / San Jose / San Luis Obispo / San Marcos / Sonoma / Stanislaus

Submission Date: _____

Main Contact: _____

Exhibition Title: _____

Contact's Phone Number: _____

Contact's Email: _____

I acknowledge that I have reviewed and agree to all Exhibition Guidelines should my proposal be accepted.

I acknowledge that I have submitted all appropriate attachments and required documents in the packet.

Signature _____

Campus Affiliation:

Faculty Staff Student Administrator Alumni Other (please state) _____

I am Individual (If student, please include school, faculty advisor, and faculty advisor's contact):

I am Organization/Department: _____

Mailing Address: _____

Telephone number: _____ Email: _____

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For office use only:

Confirmation of Delivery (date) _____

Final Rating _____

Reviewed by _____

Accepted Other _____

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Proposed Dates of Exhibition (please rank 1-4, with 1 being your first preference) *

_____ July 1, 2025—September 30, 2025 _____ October 1, 2025—December 31, 2025
_____ January 1, 2026 – March 30, 2026 _____ April 1, 2026—June 30, 2026

**Please note that each exhibition is scheduled for three months in the Gallery, which also includes installation and de-installation time. However, dates *can* be modified. Please contact the Exhibition Committee Coordinator for more information.*

Exhibition Subject (e.g., history, art, anthropology, cultural, scientific, etc.) _____

If necessary, please use additional sheets to answer the following questions:

Exhibition Description/Content (no more than 250 words): _____

Does this exhibition reflect any of the existing CSUF mission and goals? _____

How does your proposed exhibition enrich the campus and local communities?

Who is your targeted audience? (Gender, ethnicity, age, local/regional, genre interest, etc.)

Will your exhibition include additional related public programming, events, and activities?

How much space does your exhibit require? Full Gallery Library Open Space Wall Case

Please review display furniture needs with Exhibit Coordinator (all furniture is first come first serve). Please complete the following questions -

A. Floor Plan (Attachment C) please provide a rough sketch of your exhibit (skip A if you did not choose Full Gallery).

B. Provide the dimensions of each piece to be displayed, or state unknown (attach additional sheets as needed):

Will you be holding a Reception? No Yes Not known at this time

Attachment A: Contacts (as applicable)

Attachment B: Please attach proposed exhibition budget

Attachment C: Floor Plan