**Proposal for the Use of Display Space**

*This should be completed in conjunction with the* [*Library Facilities as a Communications Channel*](https://www.otago.ac.nz/library/otago680091.pdf) *Guidelines*

**Proposal from**

Name:

Department:

Contact details:

Date of Application:

**Objective of proposed display:**

*Please include how it supports the University’s mission and/or academic programmes*

**Start Date:**       **End Date:**

**Proposed location/s:** *e.g. Central Library.*

**Display Requirements:** *e.g.**Display Cabinet/s****,*** *Plasma screen, computer, data link.*

**Library staff member assigned to liaise with Department:**

**Library actions required:**

1. **Before display begins**

1. **During display**

1. **After display**