For Small-Scale Exhibition in Library, etc. etc

| 2-3 months ahead               | • Reserve wall or case space by contacting Margaret Pezalla-Granlund (x7182, mpezalla@carleton.edu) and Aisling Quigley (x5487, aquigley@carleton.edu).  
|                               | • Provide Margaret and Aisling with a title and brief description of what you plan to exhibit.  
|                               | • Contact Merry Hoekstra (x4261, mhoekstr@carleton.edu) to reserve the Athenaeum for a talk or opening event.  
| 3-4 weeks before installation | • Confirm with Margaret and Aisling about your exhibition plan to work out logistical and practical details of the installation.  
|                               | • Provide Margaret and Aisling with final text: title, description of the project, artist’s statement.  
| 1-2 weeks before installation | • Finalize all text, approve labels.  
|                               | • Bring to the library and confirm installation plans.  

For a small table-top display of books

| 1-2 months ahead of time       | • Reserve table space  
|                               | • Provide the title and brief description of your display  
| 1-2 weeks before installation | • Finalize the list of books (we can refer you to a reference librarian who can help identify materials)  
|                               | • Provide us with text: title, description, information about your organization, calendar of related events, etc.  
|                               | • Provide us with any other materials for the table: poster, bibliography, brochures, hand-outs, etc.