



**MSU Memorial Library and Student Organization/Activities Event Collaboration**  
**Minnesota State University, Mankato**  
**(on-campus requests only)**

Use this form to request assistance from library personnel in promoting your event in the Memorial Library or for showing library films on campus. Library resources include library displays featuring books, DVDs, or other materials that support your event or cause. Library personnel may also be able to locate films that can be shown on campus for free.

Organization Contact Information			
Today's Date		Event Date	
Event Name			
Name of Your Organization			
Student Contact Person			
Email			Phone
<b>Library Materials Used</b>			
<b>Display Information</b>			
Library Materials Display (Yes or No)			
Start Date and Duration/Length of Library Display			
Types of Materials Requested for Display in the Library (Books, DVDs, Audio books, Other)			
<b>Film Presentation Information</b>			
Film Presentation / Program (Yes or No)			
Location of Film Presentation (Building and room number)			
Number of Estimated Attendees/Viewers			
Suggested Film Topics			
Film Title/Public Performance Rights Included (Yes or No)			
List of Library Materials / Requesting a bibliography for your event (Yes or No)			
<b>Office Use Only</b>			
<i>Event approved by the Library Outreach Committee (not required for displays)</i>			
<i>Library Liaison for Event (Library will assign)</i>			
<i>Coordination with the Media Services Librarian (film showing only) Yes or No</i>			

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