Request a Spotlight Exhibit

How to request an exhibit

Please refer to: Thinking About Creating An Exhibit? Start Here: Exhibits Strategy

To request an exhibit, send an email to (xxx-for Stanford community only) with the following information – please send a separate email for EACH exhibit:

1. **Your name**
2. **Your job title**
3. **Your department/unit**
4. **Title for your exhibit (you can change this later, if needed)**
5. **Preferred URL sub-path (i.e., what comes after exhibits.stanford.edu/);** *preferably something short and pithy.* **Dashes are ok to include here, if desired - but no spaces.**
   1. **NOTE: This can't be changed later, so please choose wisely.**
6. **Brief description of the content and purpose of the exhibit (1-3 sentences)**
7. **Whether or not the content is (or will be) in the Stanford Digital Repository (if you know)**
8. **Whether or not the content is (or will be) in SearchWorks, the Stanford Libraries online catalog (if you know)**

Within 2-3 business days after receipt of your email, your exhibit site will be created. You will receive email notification that your exhibit site is ready for build-out. This is the right time to complete a hands-on a training session, which you can request by sending an email to (xxx-for Stanford community only).