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TO: University of Toledo Faculty and Administrative Staff
FROM: Dr. John D. Gaboury, Dean, University Libraries and Academic Support
SUBJECT: 2010 University Authors and Artists Exhibition

I am pleased to announce that the 2010 University of Toledo Authors and Artists Exhibit will be on display in the Ward M. Canaday Center for Special Collections on the fifth floor of Carlson Library from March 29 to April 30. Faculty with works in the exhibit will be honored at a reception to mark its opening on Monday, March 29, from 3:30 to 5:30 p.m.

I am inviting all faculty to submit scholarly books, articles, published conference papers, and media productions that have appeared since February 2008 for the exhibit. Theatre and Music faculty are encouraged to submit photographs, scripts, and scores of public performances and Department of Art faculty are encouraged to submit their artistic works produced since February 2008. All submitted works will be listed in the exhibit catalog. However, due to space limitations, we may not be able to display all of the items in the exhibit. When you submit your works, please indicate the two most important works, and we will include at least these items. **Also, please provide a complete bibliographic citation for each item to help us in preparing the exhibit catalog.** If a graduate assistant or visiting professor is named as a co-author and you wish credit given in the catalog, indicate as such.

In order to facilitate the preparation of the exhibit catalog, the deadline for receiving materials is **February 12**. Main Campus faculty should send, email, or deliver their publications to Suhasini Kumar, Government Documents Department, 3rd floor Carlson Library, MS #509. Faculty members on the Health Sciences Campus should send, deliver, or email their publications to Jolene Miller in Mulford Library, MS #1061. Department of Art faculty will receive notification in late January with procedures to display their artwork.

If you wish to donate your publication(s) to the University Archives at the conclusion of the exhibit, please indicate on the form on the back of this letter and enclose it with your materials. Publications donated to the University Archives will be permanently preserved as a record of the university's accomplishments in research. All other publications will be returned to the authors at the conclusion of the exhibit.

Thank you for your interest in this exhibit which has been a tradition at the University of Toledo for over 50 years.

PLEASE INCLUDE THIS FORM WITH EACH OF THE ITEMS SUBMITTED FOR THE EXHIBIT.

Submitting author/artist _____

Department and office address (include mail stop number) _____

_____ I wish to donate the enclosed item(s) to University Archives at the conclusion of the exhibit.

_____ Please return the enclosed item(s) at the conclusion of the exhibit to the address noted above.

Additional copies of this form are available at:

<http://www.utoledo.edu/library/canaday/news.html>