

How to Complete a Call for Requests Response Form

The goal of NLM Exhibitions Connect is for libraries to highlight, showcase, integrate and share NLM's health information resources with their audiences, communities, patrons, and colleagues while hosting an NLM traveling banner exhibition.

An NLM traveling exhibition provides a point of reference for engaging with NLM health information resources and integrating them into your exhibition hosting experience. The Exhibitions Connect Call for Requests Response Form seeks responses that include a plan to incorporate the use of specific NLM biomedical and health information resources while hosting an exhibition. A successful response will a) provide details on how a host venue plans to incorporate specific NLM health information resources, b) identify those NLM health information resources, and c) describe how a host venue will facilitate access and use of specific NLM health information resources.

There are seven sections to the Call for Requests Response Form, as follows:

- Section 1: **Administrative Information** – provide your institution's name, mailing address and primary and secondary contact information.
- Section 2: **Identify Specific Audiences and Populations Served** – select those audiences and populations that will be served by your proposed programs or activities.
- Section 3: **Program Description** – describe proposed activities which must meet the Exhibitions Connect objectives and identify specific NLM health information resources that will be highlighted in those activities. Include proposed methods to facilitate access and use of NLM health information resources.

Exhibitions Connect Objectives

1. Promote awareness of and facilitate access to NLM health information resources, ensuring the ability to use NLM health information resources among traveling banner exhibition audiences and host librarians
 2. Foster distinctiveness of the NLM as a reliable, trustable source of health information and biomedical data.
- Section 4: **Promotion Outcomes** - describe how your promotion of the traveling exhibition and planned activities will raise awareness of the NLM as a trustable source of reliable health information.
 - Section 5: **Institutional Support/Partnerships** – describe the support that will be provided by your institution or external partners, such as your RML (Regional Medical Library), local organizations, etc. Please identify any internal and external partners.
 - Section 6: **Booking Period Preferences** – please indicate your first, second, and third preferences for dates to host the exhibition.
 - Section 7: **Submissions and Announcements** – provides deadlines and information release dates.

NLM Exhibitions Connect — Call for Requests Response Form

Exhibition Title: TBD

Deadline for Call for Requests Submission: Must be received by: T.B.D.

Completed Response Forms should be submitted to: NLMCallForRequestsSubmissions@mail.nlm.nih.gov

Section 1. Administrative Information:

Institution Name: _____

Mailing Address: _____

City: _____ State: _____

Primary Contact Name: _____

Primary Contact Email: _____ Phone: _____

Secondary Contact Name: _____

Secondary Contact Email: _____ Phone: _____

Section 2. Identify Specific Audiences and Populations Served

If the activities planned are not specifically designed those listed below, do not make a selection.

Audiences

- Data Scientist
- University/College Instructor
- General Public
- Historian
- Library or Information Professional
- Scientific Researcher
- Data Resource or Tool Developer
- Emergency Preparedness and Response
- Health Care Provider
- Journalist
- Public Health Professional
- Student, College & Post-Grad
- Student, K-12
- Other: _____

Populations

- Adults
- Children
- Women
- Men
- Seniors
- Teens
- African American
- Alaska Natives
- Asian
- Latino or Hispanic
- Native Hawaiians
- International
- Rural
- Suburban
- Urban

Section 3. Program Description

Describe proposed activities that will be offered to meet the Exhibitions Connect objectives and identify specific NLM health information resources that will be highlighted in those activities. Include proposed methods to facilitate access and use of NLM health information resources. Please be as detailed as possible in your response.

Exhibitions Connect Objectives:

- Promote awareness of and access to NLM health information resources, ensuring the ability to use NLM health information resources among traveling banner exhibition audiences and host librarians
- Foster the distinctiveness of NLM as a reliable, trustable source of health information and biomedical data

Please provide details for each activity including how you will promote awareness of and facilitate access to NLM health information resources and what specific NLM health information resources will be highlighted. For example: if a speaker is planned, describe the topic and the NLM health information resources to be featured. Include the number of sessions, speaker name, etc. [Note: this description may be placed on the Exhibitions Connect traveling exhibition pages, if awarded.] **Please note:** For the purpose of this Call for Requests response, the NLM traveling exhibition is NOT considered an NLM health information resource.

SAMPLE – DO NOT USE TO RESPOND

Section 4: Promotion Outcomes

Describe how your promotion of the traveling exhibition and planned activities will raise awareness of NLM as a trustable source of reliable health information.

Section 5: Institutional Support/Partnerships

Describe the support that will be provided by your institution and other external partners such as your RML (Regional Medical Library), local organizations, etc. Please identify any internal and external partners.

SAMPLE – DO NOT USE TO RESPOND

Comments: Include any comments or information that are relevant to the project, but not included in the categories above.

SAMPLE – DO NOT USE TO RESPOND

Section 6. Booking Period Preferences

Please select your first, second and third choice of booking periods by entering 1, 2 or 3 in the boxes next to the dates below:

ITINERARY DATES T.B.D.

Section 7. Submission and Announcements:

Call for Requests Response Form for *Exhibition Title*

Submission Deadline: **T.B.D.**

Announcements will be made: **T.B.D.**

Completed Response Forms should be submitted to: NLMCallForRequestsSubmissions@mail.nlm.nih.gov