

# How to Apply for an NLM Traveling Exhibition

## Sample: Do Not Use To Apply

**The goal of NLM Traveling Exhibitions 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 the exhibition hosting experience. Applications should include a plan to incorporate the use of specific NLM biomedical and health information resources while hosting an exhibition. A successful application will a) provide details on how a host venue plans to incorporate these resources, b) identify specific NLM health information resources to be featured, and c) describe how a host venue will facilitate access and use of these resources.

There are seven sections to the application:

### **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 programming that will highlight NLM health information resources and be sure to identify what NLM health information resources will be featured. Include proposed methods to facilitate access and use of NLM health information resources.

### **Section 4: Promotion Outcomes:**

Describe how your promotion of the traveling exhibition and planned activities will raise awareness of NLM as a trusted 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 Traveling Exhibitions Application

## **EXHIBITION TITLE**

**Deadline for application submission: Must be received by DATE T.B.D..**

**Completed applications should be submitted to: [NLMExhibitionApplications@nih.gov](mailto:NLMExhibitionApplications@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**

Please provide details for each program or activity that will promote awareness of and facilitate access to NLM health information resources and what specific resources will be highlighted. Examples of how this can be done include: 1) seasonal programming or National Health Observances events around these resources; 2) programming that supports library career development using these resources; 3) programming that will improve community health with easy-to-access NLM health information resources. **Please note:** For the purpose of this application, the NLM traveling exhibition is NOT considered an NLM health information resource.

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**Section 4: Promotion Outcomes**

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

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**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.

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**Comments:**

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

**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:

DATES

DATES

DATES

DATES

DATES

DATES

DATES

**Section 7. Submission and Announcements:**

Application for *Exhibition Title*

Submission Deadline: DATE **T.B.D.**, 11:59pm, E.S.T.

Announcements will be made: DATE **T.B.D.**, 5:00pm, E.S.T.

**Completed Response Forms should be submitted to:** [NLMExhibitionApplications@nih.gov](mailto:NLMExhibitionApplications@nih.gov)

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