

Effective Date: January 2004

Seymour Library Display Case Policy

The Seymour Library has two display cases available for public use at no charge. The general length of exhibit time is from the first day of the month to the last day of the month.

Exhibitors agree to the following guidelines:

- Display Items may not be sold or advertised as for sale, however, business cards may be left at the Library.
- The exhibitor must supply all signs, props, backgrounds, fasteners, tools, etc. and is responsible for the setup and dismantling of the display(s).
- The Library is not responsible for items displayed, and display of items does not imply Library endorsement.
- The display case contents and exhibitor’s identity will be listed on the Library’s internal board unless otherwise requested.
- Library displays take precedence.
- Display(s) may be subject to the approval of the Seymour Library Board of Trustees.

I agree to abide by the above listed Seymour Display Case Policy.

Name: _____ Signature: _____

Date: _____

Display Dates: _____ to _____

Library Display Case Procedure

All display case information will be in the Display Case binder, located at the Information Desk.

- When a patron is interested in displaying a collection, Information Staff will fill out the Display Case Information form in the binder. The completed form will be filed in the binder.
- Information Staff will inform patron of available dates and request they sign the Seymour Library Display Case Policy. The completed form will be filed in the Library Display Case binder.
- After the above procedures have been completed, Information Staff will schedule the patron's display.

Adopted: January 2004

Reviewed:

Revised: September 2015

Library Display Case Information Form

Today's Date: _____

Month you would like to display your collection: _____

Name: _____

Contact Information: _____

Which Case(s): _____

Case Contents: _____

Notes: _____
