

Effective Date: November 2015

Seymour Library Local History Room Display Case and Picture Collection Policy

The Seymour Library Local History Room has six display cases available for use by Local History Organizations at no charge. The length of exhibit time is generally from the first day of the month to the last day of the month.

Exhibitors agree to the following guidelines:

- Items displayed may not be sold or advertised as for sale, however, business cards and brochures 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 displays.
- The Library does not carry insurance on items loaned for exhibition and is not responsible for any artifacts that are lost, damaged or stolen while on exhibit or display.
- The exhibiting organization is responsible for providing its own insurance coverage.
- Displays may be subject to the approval of the Seymour Library Director and/or the Seymour Library Board of Trustees.

I agree to abide by the above listed Seymour Library Local History Room Display Case Policy.

Name: _____ Signature: _____

Organization: _____

Date: _____

Display Dates: _____ to _____

Seymour Library Local History Room Display Case and Picture Collection Procedure

All Seymour Library Local History Room 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 Seymour Library Local History Room 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: November 2015

Revised:

Reviewed:

Seymour Library Local History Room Library Display Case Information Form

Today's Date: _____

Month you would like to display your collection: _____

Organization's Name: _____

Contact Person's Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Case Contents: _____

Notes: _____
