



Policy #800-3

Effective Date: March 2004

Revised Date: December 2020

### Library Display Case Policy

The Seymour Library has two display cases available for public use at no charge. Displays of interest and timeliness to the library community are welcomed and may be accepted subject to the following considerations:

- All displays must be approved in advance of the date the display will be presented.
- The Library Director, representing the Library Board of Trustees, makes the decision on the appropriateness of each display request.
- Materials and objects displayed are limited to the space available inside the locked display case. Tape, tacks, nails, and adhesives should not be used inside the display case.
- The display is to be arranged by the artist/organization with minimal help for library staff. The removal of the display is the responsibility of the displayer.
- Each display should remain for a period of one month -- from the first day of the month to the last day of the month. Set-up and removal times are scheduled so as not to conflict with events/programs taking place in the Library.
- Library displays take precedence.
- Due to demand, there may be a limit of one monthly display per exhibitor per year.
- The display case contents, and exhibitor's identity will be listed on the Library's internal board unless otherwise requested.
- The Library cannot accept responsibility or liability for the displays. The form below releases the library from any claims due to damage or loss, or the costs that might be involved or ~~inferred~~ incurred.
- Acceptance of an exhibit does not imply library endorsement.

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- I agree to abide by the above listed Seymour Library Display Case Policy.
  - Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  - Display Dates: \_\_\_\_\_ to \_\_\_\_\_

### Seymour Library Display 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, an Information staff member will fill out the Display Case Information Form located in the binder.
- The completed Display Case Information Form will be filed in the binder.
- Information staff will inform the patron of available dates and request they sign the Seymour Library Display Case Policy, and a copy will be given to the patron.
- Information staff will schedule the patron's display and pick-up date.

Adopted: January 2004

Revised: December 2020

Reviewed:

**Library Display Case Information Form**

Today's Date: \_\_\_\_\_

Month you would like to display your collection: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Which Case(s): \_\_\_\_\_

Case Contents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Notes: \_\_\_\_\_

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