

## EXHIBITS/DISPLAY POLICY

The Public Library for Union County has made space available to the public to exhibit and display items of artistic, cultural, and intellectual interest. The exhibits should be planned to direct the public's attention to the materials and services of the library, local cultural and educational groups or to provide exposure to local artisans.

Exhibits are approved and scheduled by the library staff. All potential exhibitors must fill out an application and sign the provided release form which releases the library from any responsibility of exhibited items.

Exhibits and items on display at the library are at the sole risk of the exhibitor. The library accepts no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. If desired, insurance must be provided by the exhibitor.

A description of the exhibit theme and of the items to be displayed must be included on the exhibit application. In some instances, samples of the work to be exhibited may be required.

Use of the display cabinet in no way constitutes an endorsement by the library of the exhibitors or the items on exhibit.

Display cases are reserved for public exhibits for a one-month period.

Installation and removal of the exhibit is the responsibility of the exhibitor. The library will not normally provide any supplies or staff assistance. If circumstances require staff assistance, the exhibitor must schedule this assistance with the library at least one week to the exhibit set up date.

All exhibits must be removed on or before the closing date of the exhibit to allow the next group adequate time for installation and set up. If exhibited items are not removed by the end of the exhibit closing date, library staff will remove items. Repeated failure to remove exhibit items on time will result in loss of display cabinet privileges.

Items on display may be available for sale, but no advertising is permitted unless a substantial portion of the proceeds are being donated to the library. Otherwise, only the seller's name and phone number may be displayed. Except for library fundraisers, sale of display items is to be handled by the exhibitor off library premises.

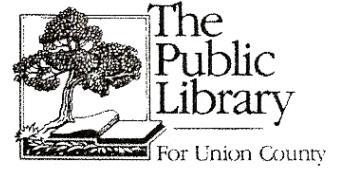
The library will not provide storage for the property of exhibitors.

Damage to the display cabinets as a result of the exhibitor's use will be charged to the individual or group responsible.

The library Board of Trustees and library administration reserves the right to reject an exhibit if the content is judged not to be in accordance with the library's mission or is not in the best interest of the library or its patrons.

Exhibitors are encouraged to consider making a donation to the library. The suggested amount per exhibit reservation is \$25. Donations may be made at the time of booking or at a later date. Checks should be made out to the Public Library for Union County.

# DISPLAY CASE APPLICATION



The Public Library for Union County has made space available to the public to exhibit and display items of artistic, cultural, and intellectual interest in the glass-fronted display case in the lobby to the right of the front entrance of the building. The dimensions of the case are: 3'10" wide by 4'6" high by 12.5" deep.

To apply to use the display case, first read the library's "Exhibits/Display Policy," then complete this application and return it to Melanie Weber, Head of Adult Services, at the library's circulation desk.

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- Name \_\_\_\_\_

- Telephone (and best time to call) \_\_\_\_\_

- Organization, if any \_\_\_\_\_

- Description of the theme of the proposed exhibit and of the items that would be displayed:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- What portion of the display case would the exhibit fill:

Entire case \_\_\_\_\_ Half of the case \_\_\_\_\_

- Which month would the exhibit be in:

First choice \_\_\_\_\_ Second choice \_\_\_\_\_

\_\_\_\_\_  
Signature