



DISPLAY CASES (from Public Policies)

Reed Memorial Library has two (2) display cases and exhibit spaces which may be booked by individuals or groups to exhibit collections or informational displays of general interest to the public. Displays espousing a particular political or religious viewpoint, for fund-raising purposes, or to promote a business are not permitted. All displays must be approved by the Director. The Library reserves the right to refuse or cancel any display that violates Library policy.

The display cases and exhibits are booked for a calendar month, although longer periods can be arranged. Displays of less than a month are not encouraged. Displays must be put in by the 5th of the booked month or the Library will reassign the case to another display. If the display cannot be put in by the 5th of the booked month, please notify the Library.

The Library is not responsible for lost or damaged items.

Approved 10/19/22

DISPLAY CASES REQUEST FORM

Name _____ Phone _____

Address _____

Organization name _____

Theme of collection or display _____

Description of display, including approximate number and size of items

Case requested (select one): **North** **South** **Both**

Month requested _____

Today's date _____

I have read and understood the Reed Memorial Library display case policy above and will not hold Reed Memorial Library responsible for the safety of my display.

Signature _____

Staff use only

Month assigned _____ Bring in materials on _____

Pick up materials on _____ Director's approval _____ Date _____