

## **POLICY ON DISPLAY CASE USAGE**

The Library has two display cases available to the public – one located in the ground floor entrance of the Library and one in the Youth Services area. The lower hall case is available to Community groups, organizations or local artisans; the Youth Services case is available to youngsters to highlight their personal collections.

<b>TYPES OF DISPLAYS:</b>	Displays should be for educational, informational, cultural or recreational enlightenment or sharing fun!
<b>LENGTH OF DISPLAY PERIOD:</b>	The display period per group or artisan should not exceed one (1) month without approval of the Library Staff.
<b>RESPONSIBILITY FOR SETTING UP &amp; REMOVING DISPLAY:</b>	The displayer is responsible for all setting up and removing of his/her display. The display will be removed promptly after the display period has ended.
<b>DISPLAY ACCESSORIES:</b>	The Library will provide cloth backdrop, however it is the responsibility of the displayer to provide all other accessories for his/her display.
<b>PROCEDURE FOR RESERVING DISPLAY CASE:</b>	Those parties interested in putting a display in the Library's display case should call the Circulation Desk or the Youth Services Desk in advance to reserve the desired dates for display.  The Library will maintain a complete schedule of display dates and book displays on a first-come, first-serve basis. Displays cannot be booked more than six (6) months before the desired date.
<b>LIABILITY FOR LOSS, THEFT OR DAMAGE TO DISPLAYED ITEMS:</b>	The displayer leaves items in the library's display case at their own risk. The Library will not be held liable for loss, theft or damage to any displayed item (The Library display case does lock, and the Library building is protected against illegal entry by an electronic motion detection security system.)
<b>APPROVAL OF DISPLAYS:</b>	The Board of Trustees, through its agent the Library Director, reserves the right to deny access to the Library display case to any person or organization.