

Loudonville Public Library Display Case Policy & Agreement

Display cases, and the display window (glass enclosed and secured) are available to be reserved at the library. As a part of its mission to meet the educational, informational, and recreational needs of the community, the Loudonville Public Library welcomes nonprofit community groups, organizations and individuals to utilize these exhibit areas. The goals for the display areas include, but are not limited to:

- Visually and mentally stimulate by presenting a wide range of collections, and subject matter;
- Support community artistic and cultural activities in the area;
- Nourish creative and intellectual growth;
- Reach the traditional and non-traditional library user.

All displays, whether generated by library staff or the public, will be considered in terms of the goals listed above.

Conditions for display:

- Scheduling a display is on a first come, first serve basis.
- Children under the age of eighteen (18) must be supervised by an adult when setting up and taking down a display.
- Display reservations are not transferable to another person without approval by the Director.
- Displays will not exceed one month in length, unless there is prior approval by the Director. Lengths of displays may be asked to be shortened if multiple individuals or groups request the same space during the same month.
- For-profit groups, organizations, companies, or individuals may not use library display space.
- Display space cannot be used for individuals seeking political office.
- Preference is given to local organizations and events.
- Reasonable precautions will be taken to secure and protect all displays and exhibits. The library **cannot** be held responsible for reimbursement or replacement of lost, damaged, or stolen items.
- Display of materials at the library does **not** imply endorsement by the library.
- The Library Director, who administers under the Board of Trustees, has the final determination as to whether materials comply with the guidelines for displays.
- The Board of Trustees reserves the right to amend this policy at any time.

By signing this form, I acknowledge that I understand the conditions associated with displaying items in the library's display cases/window. In particular, I am aware that the library will not be held responsible for the reimbursement or replacement of lost, damaged, or stolen items.

Signature: _____ **Date:** _____

Name of Organization/Individual: _____

Contact Person: _____

Phone Number: _____

Beginning Display Date: _____ **Ending Display Date:** _____

Display case(s) desired:

Main Entrance Case Left ____ **Main Entrance Case Right** ____
West Entrance Case ____ **West End Case Left** ____ **West End Case Right** ____