



SER 18

DISPLAY CASE USE POLICY

1. The display case is available to individuals and organizations, who wish to display collections of items.
2. Use of the display case for commercial and self-promotional purposes is prohibited. A commercial purpose is one in which the display advocates or solicits consideration of a product or item sold by any commercial or charitable enterprise. A self-promotional purpose is one in which items displayed give a person's life history. Upon the receipt of evidence that such activities have taken place or are taking place, the Library Director may prohibit further use of the display case by that displayer.
3. Notwithstanding any contrary provision herein:
 - (a) Displayers may accept the names, addresses and/or phone numbers voluntarily given by persons who wish to obtain information about the objects displayed;
 - (b) Commercial activities associated with a Library sponsored function including, but not limited to, fundraising by the Friends of the Library, are not prohibited.
4. Reservations for the use of the display case shall be made with the Library Director or his/her designate and will be subject to the approval of the Board. Requests must include name, month desired, and phone number of person responsible.
5. Persons requesting the use of the display case must have a valid Antioch Public Library District Library Card.
6. The usual time period for displays is 30 days, usually from the first to the last day of the month. The library staff person in charge of the display case will contact the person responsible for the display to work out when the display can be put in or taken out. The library will make every reasonable effort to contact and return the collection to the original owner. However, if the library staff person is unable to contact the displayer when the time comes to change displays, that staff person is permitted to remove the collection and store it. The library will not be held responsible for any damage that may occur or for disposal of the collection if it is not picked up within 30 day of its removal from display case.
7. Library displays will be given priority. Library displays may bump other displays.
8. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. The Library Director reserves the right to ask for an insurance appraisal and/or a certificate of insurance before approving a display.