



SER 18

DISPLAY CASE USE

POLICY

1. The display case is available to individuals and organizations who wish to display collections of items.
2. Displayers may provide contact information within the display case for persons wishing to obtain information about the display.
3. Reservations for the use of the display case shall be made with the Library Director or his/her designee and will be subject to the approval of the Board of Trustees. Requests must include name, month desired, and contact information of person responsible.
4. Persons requesting the use of the display case must have a valid Antioch Public Library District Library Card.
5. 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 days of its removal from display case.
6. Library displays will be given priority. Library displays may bump other displays.
7. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the library are done so at the individual or organization's risk.

Revised 1/30/2018