

## **Display Case Policy**

The library encourages displays of cultural, educational, or general interest in its display case.

1. The owner must submit the Application for Display Case to the library. All displays must receive advance approval from the Administrative Librarian or his/her designee.
2. When material is at the library on temporary display, the library will keep the materials under lock and key, and the library will endeavor to protect the material, but shall assume no responsibility for loss or damage of items at any time, including while in the case, during transit, and/or set-up or take-down of the display.
3. Exhibits shall be scheduled for thirty [30] days. Exhibits may be scheduled for a longer period at the discretion of the Administrative Librarian or his/her designee.
4. The owner shall provide the library with an inventory and estimated value of the displayed items prior to setting up the display.
5. The owner is encouraged to verify that his/her homeowner's policy covers the display of valuable items and may wish to obtain supplemental coverage.
6. Overt advertising for business or political purposes is not permitted.

Approved: January 12, 1999

Revised: July 8, 2008

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President, Board of Trustees

**Worth Public Library District  
Display Case Application**

Name of Exhibitor \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Description of display \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Value of Display \_\_\_\_\_

Requested date for display \_\_\_\_\_

Please fill out this form and return it to the library's Business Office. Exhibitors accepted will be assigned an exhibit period. The Business Office will remind you one week before your display is scheduled for exhibition.

All items in the display cases are under lock and key for the duration of the display. The library is not responsible for damage or loss of items at any time, including while in the display case, during transit, and/or set-up or take-down of the display. Please be sure your homeowner's policy covers the display of valuable items. If you have any questions, please call the Business Office at 708-448-2855 option 5.

I have read the Worth Public Library District's Display Case Policy and agree to the terms and conditions stated in the policy.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_