

MARSHALL PUBLIC LIBRARY DISPLAY & EXHIBIT POLICY

Marshall Public Library maintains display cases for the purpose of promoting the services and programs of the library and/or community. Although patrons are invited to make suggestions for themes or parallel agency activities, the responsibility for design and placement of all displays rests with the staff of the library.

Personal items or items belonging to an organization may be displayed in the library's display cases or exhibited in the library at the owner's risk. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service.

The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library and will take no extraordinary measures to insure its safety. The owner of the items must complete and sign a Display Case Release Form. This form will be kept on file in the library and will list in detail the items being displayed.

The period of time during which a person's items may be displayed will be determined by the library director or librarian and will be agreed upon with the owner of the items prior to the items being placed in the cases or exhibited in the library.

(Adopted 06/00, Revised 09/05, 9/19 Reviewed 09/09, 07/12, 3/16, 01/23)

Marshall Public Library Display Case Release Form

The purpose of the Display Case Release Form is to record any items not owned by the library that are brought into the library for display.

Please note the following procedures regarding displays:

- This form should be completed by the owner or person who is responsible for the items at the time the items are brought to the library.
- The owner should itemize the display items on the form.
- Items are generally on display from the beginning of the month until the end of the month.
- Please indicate if a container for the items is being left at the library.
- Please indicate who will remove the item and the approximate date.
- Both the large cases and the small case have locks, but patrons leave their items at the library at their own risk.

I, the undersigned, have chosen to display personal items or items belonging to my organization in the Marshall Public Library display cases. I understand that the library staff will make every effort to see that my property is not harmed while it is at the library; however, the library and its staff are not responsible for any damage or loss that occurs while my property is on display in the library. I agree to remove my property at the appropriate time.

Printed name: _____

Signature: _____

Organization: _____

Phone number: _____ Date: _____

Person who will remove items: _____

Container left at library? _____ Date picked up: _____ Staff Initials: _____

Contents of Display:
