



## **WATERTOWN PUBLIC LIBRARY DISPLAY CASE POLICY**

### **Display Case Policy**

As an educational and cultural institution, the Watertown Public Library welcomes exhibits and displays with interest, information, and enlightenment to the community. Use of the display case is by application and scheduling is determined by library staff as time and space permit.

### **Guidelines**

Primary use of the display cases and other display facilities are reserved for uses by the Watertown Public Library. When not in use by the library, the facilities are available for non-profit, noncommercial exhibits and notices.

- Individuals and community organizations may use the display cases for presentations of an educational, civic, cultural or artistic nature.
- Provision of space for display does not indicate indorsement by the library.
- All displays should be artistically pleasing.
- The name of the organization or individual must be included in the display.
- Placement and removal of exhibits will be the responsibility of the exhibitors and may be conducted only during regular library hours.
- No display materials may be left anywhere at the Library in preparation for the setting up or removal of a display. Set up and removal must take place in a concise a time period as possible.
- The Library is not in any way involved in the sale of any exhibit item. No prices or price list are to appear with the exhibit, nor will Library staff give any indication of an item's value.
- The Library reserves the right to determine the acceptability of a display. Approval rests with the Library Director or designated staff member.
- The Library assumes no liability in the event of damage, destruction or theft of a display.



Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I have read and agree to abide by the Watertown Public Library Display Case Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7/30/22