

ELIZABETH TITUS MEMORIAL LIBRARY  
DISPLAY CASE POLICY

Three display cases are available for use by the community in the lobby of the Elizabeth Titus Memorial Library. The cases are equipped with two glass shelves per case and have locking glass doors. The library shall be responsible for locking all display cases to assure security of items held within. There is a light above each case to highlight the displays.

Any person interested in reserving a display case must contact the library for scheduling. Any member of the community may request use of a display case for up to 30 days. Due to the growing interest of the display cases, no one person or group shall consider the cases as their permanent display area. Library displays will take precedence. Prior approval must be obtained before any items may be placed in the display case. There will be no charge for the use of the display cases. Displays will be set up and taken down during open library hours only--NO EXCEPTIONS. All items must be removed promptly...the library will not be responsible for storage of items.

The display cases will be used for exhibits only. They will not be considered accessible for the sale of items.

Permission for use of the display cases will be at the discretion of the Director of the library. Displayed items can not be offensive in any way and may not show discrimination of any kind. Displayed materials must also be considered appropriate for viewing by ALL AGES in a public library.

Users shall pay the cost of repair of any damage incurred during the preparation and/or dismantlement of the display. Display cases must be left in a clean and neat condition after use.

The library should be notified immediately if cancellation is necessary. No group may reassign reserved display case(s) to any other person or group.

Granting permission to use the library display cases does not constitute an endorsement of the user or his/her beliefs by the library staff or the Board of Trustees.

The above Display Case Policy was reviewed and approved by the Elizabeth Titus Memorial Library Board of Trustees on January 27, 2015.

*Dawn Becker*

Dawn Becker, President

*Kathy Wood*

Kathy Wood, Secretary