

# Display Case Policy

*The Hamburg Public Library display cases are intended for displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of displays does not indicate Library endorsement of the ideas, issues or events promoted by those displays.*

1. Potential exhibitors must complete the Display Case Application a minimum of 21 days in advance for consideration by the Library Director. No installations are permitted without authorization by the Library Director.
2. The Hamburg Public Library reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the Hamburg Public Library Rules of Conduct.
3. The duration of any approved display is subject to the discretion of the Library Director. The needs of the library take precedence over those of exhibitors. Should the Hamburg Public Library require a display case for its own use, the Hamburg Public Library reserves the right to pre-empt such space upon notification via phone or email to the exhibitor.
4. In fairness to numerous community groups, the Hamburg Public Library may limit the frequency with which displays may be used by the same organization.
5. Exhibits generally are displayed from the first day of the month until the end of the month but may be displayed for a shorter or longer period of time at the discretion of the director.
6. Exhibitors are responsible for removing their display no later than the last day of the month.
7. Neither the Hamburg Public Library nor the Hamburg Public Library Board of Trustees accepts responsibility for loss or damage to any display.
8. Display space may not be used for commercial purposes.
9. Permission to use a display is based on the provisions of the Hamburg Public Library policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those displays. Failure to comply with Hamburg Public Library and B&ECPL policies may result in denial of display privileges.

# Display Application & Release Form

## Hamburg Public Library

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### ***Description:***

#### DISPLAY CASE

DIMENSIONS: 75" x 36" x 13" deep. The case is kept locked for security.  
SHELVES: 2 sections; 1 glass shelf in each section. Please ask library staff to adjust or remove shelves if necessary.

#### DISPLAY TABLE

DIMENSIONS: 59" x 28" x 6" deep. The table is kept locked for security.

### ***Please choose from the following:***

#### **I. Display Case:** Description of display and theme:

\_\_\_\_\_

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Month/Year \_\_\_\_\_

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## II. Display Table: Description of display and theme:

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Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Month/Year \_\_\_\_\_

## III. Display Format: circle all that apply

**Tabletop**

**On easels**

**Framed artwork**

**Photos**

**Freestanding panels**

**Separate 3 - dimensional objects**

**Prints**

**Other: \_\_\_\_\_**

Description of display and theme:

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Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Month/Year \_\_\_\_\_

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*I agree that I have read and will abide by the rules of the Hamburg Public Library Display Policy. I hereby release, indemnify and hold harmless the Hamburg Public Library and the Hamburg Public Library Board of Trustees from any claim, suit, or loss related to this display.*

Print Name: \_\_\_\_\_

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

**Approval By:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

*The signed original form should be kept with the library. A copy of the signed form should go to exhibitor.*