

Town of Tonawanda Public Library Display Case-Exhibit Space Rules of Use

The Town of Tonawanda Public Library is an information center for the community. The library branches provide educational, informational, civic, and cultural displays for the enjoyment of the community. Acceptance of a display does not imply library endorsement of ideas, issues or events promoted by those exhibits or displays. Exhibit-display space may not be used for commercial purposes.

Potential exhibitors must complete a Display Case/Exhibit Space Application at least one month in advance for consideration by Library management. Requests for display space may be made up to 90 days in advance. Requests are made to the Library Director. No installations are permitted without authorization of Library management.

Library-oriented activities shall have first priority to use the display areas.

Exhibits may be scheduled for display for up to one month.

The library reserves the right to limit the number of times the display areas may be used by any person or organization so that everyone may have a fair opportunity to use them.

The name of the sponsoring person or group must be visible in the display. This information may be included in the display on a card or plaque. Materials used in window display areas must be located inside the case only.

Installation and removal of displays/exhibits are the responsibility of the applicant. Any damage occurring as a result of erecting a display will be repaired at the expense of the exhibitor. The Library will remove displays/exhibits which are not removed on or prior to the date established by Library management. Any expense for removal becomes the responsibility of the exhibitor. The display case and window glass must be left clean and free of tape and tape residue.

The Town of Tonawanda Public Library assumes no responsibility for the preservation, security, or possible damage or theft of any item displayed.

Access to displays will be only during normal hours of operation for the library.

Displays may not disrupt normal library operations, nor may they interfere with the use and enjoyment of the library by others.

**FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN DENIAL OF PERMISSION TO
DISPLAY/EXHIBIT PRIVILEGES.**

This policy is determined by the Town of Tonawanda Public Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

Adopted on March 21, 1994, and Amended on June 9, 2015

TOWN OF TONAWANDA PUBLIC LIBRARIES
DISPLAY CASE / EXHIBIT SPACE APPLICATION

Complete all sections below

ORGANIZATION INFORMATION

Organization Name _____

Organization Address _____

Purpose of Organization _____

APPLICANT INFORMATION

Name & Title of Applicant _____

Address _____

Telephone number: _____ Best time to call: _____

EXHIBIT / DISPLAY INFORMATION

Dates requested _____

Set-Up (Day, date) _____ to (Removal) _____

Purpose of exhibit: _____

Display Case required (check one) YES NO

Floor space required (check one) YES NO

If exhibit is free-standing, approximate area, in square feet : _____

Contents/Description (Please list number and type of items, etc. Library may require visual representation or layout. Attach additional sheets if necessary.): _____

I have read and understand 'Display Cases - Exhibit Space: Rules for Use' and agree to abide by those rules.

NAME DATE

SIGNATURE

FOR: _____
ORGANIZATION