

DISPLAY CASES/EXHIBITS**POLICY:**

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community based individuals and non-commercial organizations to display artistic, educational or informational materials. A display case is available for exhibits of different forms of art and collections, or special exhibits. A display kiosk is available for the display of materials that inform the public and promote the mission of community organizations.

RULES:

1. Application to use the display case or kiosk must be made using the "Display Request Form" available from the Business Office and on the Library's website. Acceptance of an exhibit will be determined by the Library Director.
2. Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must be of a non-commercial nature.
3. The display kiosk is comprised of four bulletin boards for the purpose of displaying flat materials of general interest that inform and educate the public on the mission and role of the organization. Fund raising information may be included; however, the kiosk shall not be used predominantly for the advertising of fund raising events.
4. Priority for use of the display case and kiosk is given to Park Ridge residents and to non-commercial organizations that meet in Park Ridge.
5. Display case exhibits are limited to one month. The kiosk is available up to four weeks, with definite dates established in advance.
6. Each display case exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library publications and on the Library website.
7. Art work displayed in the display case may be identified as "for sale" however no price tags shall be affixed to any work exhibited. Information about purchasing items including contact information shall be provided by the artist.
8. Arrangement of exhibits in the display case or on the kiosk shall be the responsibility of the exhibitor under the supervision of Library staff.
9. The Library assumes no responsibility for the safety of any items placed on exhibit. Items on display in the Library are provided the same security as the library collection and equipment. The display case is locked, but irreplaceable items or items of great value should not be included in the display. Insurance covering the value of the exhibit will be the responsibility of the exhibitor. Prior to the display, the exhibitor/owner will complete a "Waiver of Liability".
10. The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the Display Request Form. The Library reserves the right to dispose of items not claimed 30 days after the specified end date of the exhibit.
11. Due to the high demand for the use of both the display case and kiosk, groups and organizations are eligible to use the space only once per year, based on availability.