

## **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 for profit 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.

### RULES:

1. Application to use the display case 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 or their designee.
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 for profit nature. Materials deemed inaccurate or in violation of Conduct in the Library may be removed at the discretion of the Library Director.
3. Priority for use of the display case is given to Park Ridge residents and to non for profit organizations associated with Park Ridge.
4. Display case exhibits are limited to one month.
5. Each display case exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library marketing materials and on the Library website.
6. 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.
7. Arrangement of exhibits in the display case shall be the responsibility of the exhibitor under the supervision of Library staff.
8. 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".
9. 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
10. Due to the high demand for the use of the display case, groups and organizations are eligible to use the space only once per year, based on availability.

THE DISPLAY CASE REQUEST FORM



Park Ridge Public Library • 20 S. Prospect • Park Ridge, IL 60068 • (847) 825-3123

Request for Use of 2<sup>nd</sup> Floor Display Case

Name:

\_\_\_\_\_

\_\_\_\_\_ (Full legal name of Organization, if applicable)

Address:

Phone: Day \_\_\_\_\_

Evening \_\_\_\_\_

Type of Exhibit (describe briefly):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Month Preference: \_\_\_\_\_ (The Library does not guarantee that this preference can be accommodated.)

I hereby acknowledge that I have read and received a copy of the "Display and Exhibit" policy and agree to comply with all of the provisions contained therein. I understand that the Park Ridge Public Library cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display.

\_\_\_\_\_  
Signature

Approved  
Display Date: \_\_\_\_\_

Library Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Revised March 17, 2022  
Revised June 18, 2019  
Revised October 15, 2013  
Revised May 21, 2013  
Revised May 18, 2010  
Approved March 13, 1979



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Revised June 18, 2019  
Revised October 15, 2013  
Revised May 18, 2010  
Approved April 18, 2000