

C19. DISPLAY CASES/EXHIBITS

POLICY:

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community members and nonprofit 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 represent or promote a nonprofit organization or philanthropic cause. 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 nonprofit 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 "available for purchase from the artist," 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.

Revised January 16, 2024
Revised March 17, 2022
Revised June 18, 2019
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved March 13, 1979



THE DISPLAY CASE/EXHIBITS REQUEST FORM

Request for Use of 2nd Floor Display Case

Name:

(Full legal name of Organization, if applicable)

Address:

Phone: (Day)

Email:

(Evening)

Type of Exhibit (describe briefly):

Preferred Month: _____ (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/Exhibits" 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: _____

Waiver of Liability for Display of Works of Art Collections or Books

The undersigned

whose legal residence is

has delivered to the Park Ridge Public Library the items hereafter described with the understanding that they will be displayed in the Library during the period _____ to_____. The undersigned is the owner of said items and is willing and desirous that the same be exhibited to the public.

The undersigned does hereby release the City of Park Ridge and the Park Ridge Public Library their officers, agents, and employees of and from all liabilities which may result from any damage to or loss of such items while in the custody of and while so being exhibited by the Park Ridge Public Library, which items are here described and valued as follows:

Signature

Date

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