



## DISPLAYS/EXHIBITS POLICY

As a community educational and cultural institution, the Westfield Washington Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are: the glass exhibit case, the Sumner Room and the general bulletin board. A release form must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

### *Westfield Washington Public Library Display and Exhibit Release*

*I, the undersigned, hereby lend the following works of art or other material to the Westfield Washington Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library*

*Exhibition to be held in the* \_\_\_\_\_  
*During* \_\_\_\_\_  
*Description of materials loaned* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_  
*Address* \_\_\_\_\_ *Phone/Email* \_\_\_\_\_

### General guidelines:

1. An individual, group or department may reserve one display case per month. The display case should be identified in the request. The guideline pertains to two upright display cases in the main lobby and the flat display case in the Sumner room. One of the display cases in the lobby will be reserved for library use only. The display cases will not be available to the public to use during the summer reading months.
2. Should a display case not be scheduled for used for the next month, that display case may be reserved by an individual, group, or department that has already reserved a display case. An example would be if a case were open in December, it could be asked for in November by a group that already has a case reserved for December.
3. Requests should be made no earlier than 12 months in advance.
4. In case of disputes, the Director's decision will be final.
5. The person in charge of the display schedule is responsible for contacting people to put up and take down their display on or before the term agreed upon.



**DISPLAYS/EXHIBITS  
RELEASE & RESERVATION FORM**

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone # or Email Address \_\_\_\_\_

Description of Material Loaned \_\_\_\_\_

**To be completed by staff**

Display case(s) to reserve            \_\_\_ Upright Case in the lobby            \_\_\_ Flat Case in the Sumner Room

Dates (starting & ending dates) for display            From \_\_\_\_\_ To \_\_\_\_\_

**Patron's signature is needed at the time of request**

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I am responsible for the set-up and takedown of this display. I will keep in mind the library's operating hours and will complete the set up and removal of my display during those hours only. In the event I am not able to meet the above removal date, I understand that the library staff **may** need to remove my display items to make room for another reservation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Make two copies, one for patron and one for Sheryl Sollars, file original.

Staff initials \_\_\_\_\_