Crown Point Community Library Display Case Reservation Request and Agreement Form

Display Case Policy

Thank you for your interest in displaying your collection or work in the Crown Point Community Library's display cases. Library displays can enrich the lives of local citizens by stimulating their interest in literature, the arts, hobbies and local organizations. Sharing such items and information is a rich community resource that we encourage and promote.

Display case guidelines for exhibitors:

- 1. There are three, locked display cabinets located in the main lobby at the Crown Point Community Library. Each case measures approximately 52 "wide, 64" high and is approximately 14 1/2" deep. Both have adjustable glass shelves that are about 46" wide and 12" deep.
- 2. The Crown Point Library reserves the right to accept or deny requests for displays.
- 3. Only one display case will be scheduled per individual or group in a calendar year.
- 4. A release of responsibility is required of all exhibitors.
- 5. The Library does not carry insurance for items displayed.
- 6. Exhibit items are displayed for one month with set up and tear down taking place during business hours on the first and last weekday of the month reserved. Please allow enough time for prep work during business hours.
- 7. Exhibitors will bring their own supplies (e.g. push pins, tape, scissors). Staff and supplies are not available for decorating assistance.
- 8. Display space may not be used for individuals seeking any elective or political office.
- 9. The Crown Point Community Library will announce the contents of each month's display in the library newsletter. For publicity purposes, the exhibitor is encouraged to provide a detailed description of the display; artists should include biographical information. No other publicity will be provided by the Crown Point Community Library.
- 10. Display items must be owned by individuals and not advertise or promote retail sales.

Exhibitor's Name:			
Month requested:	Install Date:	Removal Date:	
Address:			
Phone:			
Email:			
Organization (if sponsoring display):			
Website (if applicable):			

Please describe the items to be displayed:			
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For publicity purposes, please provide a description of information.	of the display; artists should include biographical		
Crown Point Community	Library Release for Displays		
	ry's requirements for displays. I understand that the library assumes nage or theft of any item displayed, and that all items displayed in		
Exhibitor Signature	Date		
Please return this request form to Laura Clemons at 122 N.	Main Street, Crown Point, IN 46307.		
Library Contact Information			

Laura Clemons, Communications Specialist (219) 306-4599 • lclemons@crownpointlibrary.org

Selina Gomez-Beloz, Director (219) 306-8071 • sgbeloz@crownpointlibrary.org



Crown Point Community Library 122 N. Main Street Crown Point, IN 46307 (219) 663-0270 Fax (219) 663-0403

www.crownpointlibrary.org

For Staff Use		
Month requested:		
Display install date:		
Display removal date:		
Publicity information provided:		
Notes:		