

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: _____

For publicity purposes, please provide a description of the display; artists should include biographical information.

Crown Point Community Library Release for Displays

I have read the display case policy and understand the library’s requirements for displays. I understand that the library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed, and that all items displayed in the library are placed there at the owner’s risk.

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@crownpoinlibrary.org

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



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

www.crownpoinlibrary.org

For Staff Use

Month requested: _____

Display install date: _____

Display removal date: _____

Publicity information provided: _____

Notes: _____
