

Category: Facilities
 Policy Number: 6-13
 Policy Name: Display Case Rental
 Revision: 2.0

Purpose:

To outline the Library’s services and expectations regarding the booking of display space.

Policy:

The Library provides display space to promote local events and institutions, groups, services and commercial ventures.

Two display cases are available at the Main Library: The Albert Street display case is used exclusively for non-profit groups and is available free of charge. The Dupont Street case is available for a rental fee and can be used for organizations wishing to promote either a for-profit or non-profit venture.

Profit-making ventures and items for sale may be displayed in the Dupont Street case provided that they do not violate any part of this policy and that the products in the display are legal for children.

The Library reserves the right to refuse any display that is deemed to be inappropriate or unsuitable to its goal and purpose. The Library will only provide display space if materials are legal, of public, educational, recreational or cultural interest, relevant to the community, and suitable for viewing by people of all ages and from all backgrounds.

Exhibitors are responsible for any damage incurred to the Library’s facilities. The renter agrees to indemnify and save harmless the Public Library Board from any action or claim being brought by reason of granting the use of the Library’s display case.

Exhibitors are required to maintain the appearance of the display through regular supervision checks and to ensure the display is erected and dismantled within the established time frame.

Exhibitors are responsible for insuring their works against damage or theft.

Revision Level	Revision Date	Change
1.0	September 26, 2007	Initial Release
2.0	July 27, 2015	Reviewed & Updated