



DISPLAY CASE PROCEDURES

Displays run for one month. Library staff is not responsible for setting up or taking down displays. Sign up for displays can be done anytime for up to one year in advance. Displays are not limited to Easttown residents. The case is locked at all times, but the Library will not be responsible for any damages to displays. Display case measures 70 inches in length, x 19 inches in width, x 22 inches in height.

Library staff reserves the right to re-assign a scheduled display for the purposes of coordinating displays with other Library programming.

Contact person or group: _____

Phone number: _____

Email address: _____

Brief explanation of what will be displayed: _____

I, the undersigned, hereby lend this display to the Easttown Library & Information Center for exhibit purposes only. I release the Library from responsibility for loss, damage or destruction while they are in the possession of the Library.

I have read the above policy and procedures for the Display Case and agree to the terms as stated.

_____ Date _____

Month assigned by Library for display: _____
You will receive a confirmation email when application is accepted.