



Display Case Agreement Form

Please print, sign, and return. **There are 2 sides to this form.**

About You

Applicant Name: _____

Parent/Guardian (if Applicant is a minor): _____

Organization (Optional): _____

Library Card Number: _____

Address: _____

Email: _____ Phone: _____

About Your Display

Collections can be displayed up to 4 weeks, if scheduling permits.

Requested Display Month/Year: _____

Briefly Describe Your Display: _____

Agreement

- I understand that the Library will only be contact with the individuals listed on this document.
- I have read the Display Case Policy (see either back of form or the General Policy section 202 Public Displays on newlenoxlibrary.org) and have read, understand and agree to it.
- I understand that a failure to sign this form *before* set-up will result in a cancellation of the agreement to display my items.
- I will provide a sign with my name (*first name, last initial preferred if a minor*) and what my collection is to include with my display.

Signature of Responsible Party: _____

Date Signed: _____

Staff Signature: _____

Date Signed: _____

202 PUBLIC DISPLAYS, NOTICES, HANDOUTS & RELATED ACTIVITIES

If the full General Policy differs from what is on this page, the General Policy supersedes this information. The most up-to-date General Policy (PDF) can be found on the Library's website at <https://www.newlenoxlibrary.org/about/library-policies>.

B. Display Cases

- The Library display cases located in the Adult & Teen Services department is available for use by patrons who wish to display a personal collection of cultural or historic value, or by local civic and/or non-profit organizations.
- Display cases are only available when they are not being used by the Library.
- Display cases located in the Youth Services department are reserved for use by youth patrons.

C. Requirements & Approval

- Use of display cases is intended for patrons of the New Lenox Public Library District with library cards. Residents of the district who do not wish to have a library card may also be permitted to use the display cases, with priority given to card holders.
- Organizations and civic groups who wish to use the cases must be located within the New Lenox Public Library District. Public use of the display cases is limited to non-profit, non-partisan, non-commercial, or civic groups and to individuals with materials deemed to be connected to the Library's goals.
- Approval of a display does not constitute Library sponsorship of an organization, endorsement of a particular point of view, or support of the activities promoted by an organization or individual.
- The New Lenox Public Library District reserves the right to determine the appropriateness of a display and will not tolerate displays that are offensive in nature.

D. Reservations & Duration

- Reservation requests will be considered and approved as space becomes available providing contents and design of the display are consistent with guidelines established by the Library.
- Reservations will be accepted up to 12 months in advance on a first-come first-served basis; with priority to Library use first, card holders second, and all others third.
- Space may be reserved for a maximum of 1 calendar month and may only be reserved by an individual or organization once per calendar year.
- Displays must be set up and taken down during regular Library hours.
- The Library reserves the right to dispose of any materials left beyond the termination date of the display.

E. Security

- The display cases are unlocked and the Library cannot guarantee security or take responsibility for lost, stolen, or damaged items.
- The Library does not provide promotion for displays.