

RICHTON PARK PUBLIC LIBRARY
DISPLAY CASE REQUEST FORM

Do you have an interesting collection or display that you would like to share with the community? If so, please fill out this form and return it to the front desk.

Name: _____

Phone: _____

Collection or items to display: _____

Requested date of display: _____

The Richton Park Public Library District maintains display cases and bulletin boards for the exclusive purpose of promoting the services and programs of the library. Although patrons are invited to make suggestions for themes or parallel agencies activities, the responsibility for design and placement of all displays rests with the staff of the library.

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set-up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library and will take no extraordinary measures to insure its safety.

Signature: _____

<p>Staff use only:</p> <p>Approved/Denied by Library Director or designated person:</p> <p>_____</p> <p>Date: _____</p> <p>Reason denied:</p> <p>_____</p>
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