



Crawford County Public Library

203 Indiana Ave.
English, IN 47118

Tracy Underhill, Library Director

Display Case Policy

All display cases at the Crawford County Public Library are reserved for use of the library; however, a display case located in the main part of the building is dedicated for the community to share art, various collections, and artifacts of local history or informative information. All proposed displays must be approved by the Library Director. Determination of the appropriateness of the display material is the decision of the Library Director. There will be no charge for the use of the display case. The use of the display case is a privilege, not a right, and the Library reserves the right to deny the use of the display case to any group or individual.

All individuals must agree to the following terms before items can be displayed:

1. The display case will be used for exhibits only. The exhibit items will not be considered accessible for sale.
2. The case is available on a first-come, first-served basis.
3. Placement and removal of exhibits are the responsibility of exhibitor and may be conducted only during regular library hours.
4. The Library reserves the right to enhance the displays with library books and materials that will contribute to the presentation.
5. The case may be used for 30 days to display items. All items must be removed promptly as the Library will not be responsible for the storage of items.
6. The Library assumes no responsibility or liability for the loss of or damage to any part of the exhibit. All items placed in the library's display case are done so at the owner's risk.
7. The Library's display case will not be used for:
 - a. Promotion of a for-profit business
 - b. Promotion of any activity or purpose that is in violation of local, state or federal laws, including copyright and public performance laws
 - c. Promotion of individual political parties, candidates, or groups who wish to support or oppose political parties or candidates
 - d. Display of material which is obscene, defamatory, invades an individual's privacy, discriminatory or incites violence.

**Adopted by Crawford County Library Board of Trustees on February 26, 2013

Exhibitor Name: _____

Exhibitor's Contact Information: _____

Exhibition Dates: _____

I, the Exhibitor, _____, agree the Library accepts no responsibility for the theft or damage of any display exhibited at the Library, and certify that all persons submitting work for this display understand and agree to this waiver. I have read and will comply with the Library's Display Case Policy. I will retain this copy of the Library's policy regarding the display case.

Exhibitor

Date