

KENT FREE LIBRARY DISPLAY CASE APPLICATION

Please complete this application and return it to the Information Desk to reserve a display case for your collection, artwork or craft items. The library reserves the right to deny any or all of a proposed display.

NAME: _____ DATE: _____

ADDRESS: _____

CITY/STATE: _____ PHONE: _____

EMAIL: _____

PREFERRED MONTH FOR DISPLAY: _____ YEAR: _____

DISPLAY CASE REQUESTED (CIRCLE ONE):

Information Desk 1st Floor

Computer Lab 2nd Floor

Please provide a brief description of items to be displayed (*photographs optional*):

I have read and agree to the display case guidelines. I also grant the library permission to include my name and images of my artwork/collection in publicity, including the library's Web site or Facebook page. I will not hold the library or the Kent Free Library Foundation responsible for the safety of my collection.

SIGNATURE: _____ DATE: _____

STAFF USE ONLY

Display to be set up on _____ at _____ a.m. / p.m. TOTAL NUMBER OF ITEMS: _____

Display to be removed on _____ at _____ a.m. / p.m. _____

KENT FREE LIBRARY DISPLAY CASE GUIDELINES

The following guidelines shall apply to anyone requesting to exhibit in the library's display cases:

1. The purpose of the display cases at the Kent Free Library is to support the library's mission to meet the educational, cultural, and entertainment needs of the community.
2. The library welcomes non-commercial displays of interest and enlightenment to the community by individuals, organizations and community groups. Preference is given to Kent City School District residents and organizations.
3. The library retains authority over the selection, content and arrangement of all exhibitions and as such reserves the right to reject any part of a collection or to deny exhibit space to any user.
4. Each exhibitor is responsible for the arrangement of his/her display. All materials required to display a collection shall be provided by the exhibitor. Exhibits must be set up and removed on dates and at times agreed on by library staff during exhibit confirmation.
5. The usual exhibit time is for one month. Display cases may be reserved up to one year in advance. Exhibition periods may be shortened or lengthened depending on library needs.
6. The library takes general precautions to avoid damage or theft. However, the library assumes no responsibility for the preservation, protection, or possible damage or theft of any item on display. All items placed in a display case are done so at the owner's risk.
7. Brief information with the individual's or organization's name and title of collection will be displayed along with the collection. This information will be created by library staff.
8. Display case exhibits are not intended for retail sales. Therefore, no pricing information is permitted in cases and selling is prohibited.
9. Any items left in a display case past the day designated for removal will be removed by a library staff member.
10. Nails, screws, or any other fasteners that may leave a mark on any part of the display case or wall may not be used. Please consult an Adult Services librarian for approved hanging materials or display methods.



KENT FREE
LIBRARY
FOR THE PEOPLE

Monday-Thursday 9-9 Friday 9-6 Saturday 9-5 Sunday 1-5
312 West Main Street Kent, OH 44240
330.673.4414
www.kentfreelibrary.org