

## DISPLAY CASE/EXHIBIT AREA

The display cases/exhibit area are available for display by individuals or groups.

1. An individual, or members of a group or organization will agree to hold the Liberal Memorial Library Board and staff free of liability in the event that items in the display case/exhibit areas are damaged, lost, or stolen.
2. The display or collection must be appropriate for viewing by adults and children.
3. Arrangements must be made by an individual, or by an official of the group or organization with the library director or the display coordinator.
4. The library staff will not, under normal circumstances, be responsible for helping to set up or dismantle the display.
5. The library reserves the right to continue or discontinue the display, due to any circumstances beyond or control, that may arise.
6. Date\_\_\_\_\_
7. Name of group or organization\_\_\_\_\_
8. Signature of contact person\_\_\_\_\_
9. Phone number\_\_\_\_\_
10. Length of time for exhibit\_\_\_\_\_