



## 1. Review the Display Case Policy.

## 2. Complete the Reservation Form and submit it online or to the Circulation Desk.

## 3. Staff will review your request and let you know if it was approved or denied within 5 business days.

## 4. Set up your display during the designated month.

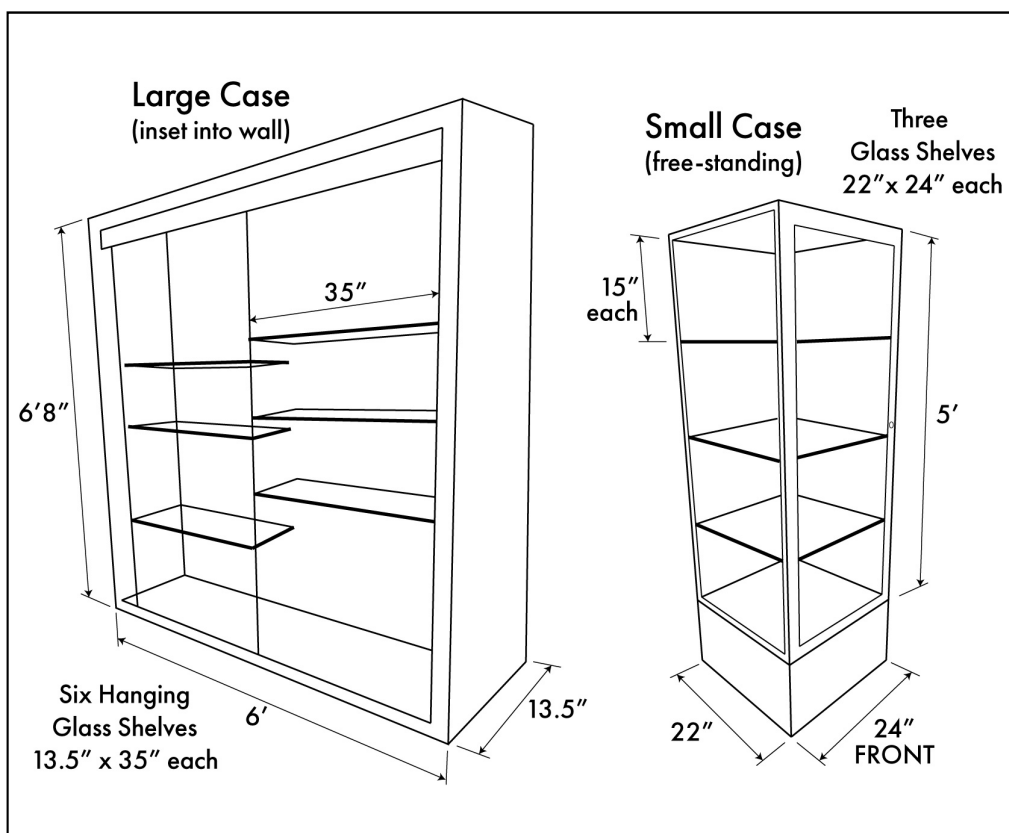
- Display can be set up on or after the first business day of the month.
- Check in at the Circulation Desk to pick up the key; Return the key to the desk when you are finished.
- Pins, staples, or tape may not be used to attach materials to the display case sides.
- The six glass shelves cannot be adjusted.

## 5. Break down your display by the last business day of the month.

- Check in at the Circulation Desk to pick up the key; Return the key to the desk when you are finished.

## 6. Questions?

- Contact **Tara Russell** at [trussell@andersonpubliclibrary.org](mailto:trussell@andersonpubliclibrary.org) or **Leah Woolums** at [lwoolums@andersonpubliclibrary.org](mailto:lwoolums@andersonpubliclibrary.org) or call **502-839-6420**.
- If, for any reason, you need to cancel your reservation, or you are unable to remove your display by the end of the month, please let Tara or Leah know ASAP.



## Main Library Operational Hours:

**Mon, Tues, Thurs 9am-8pm**  
**Wed & Fri 9am-6pm**  
**Saturday 10am-6pm**

\*Schedule may vary due to holidays/inclement weather

\*Display case key must be returned to the Staff Desk no later than 30 minutes prior to closing time



# ANDERSON PUBLIC LIBRARY

## Anderson Public Library Display Case Policy

The Anderson Public Library has a display case which is available for use by the public whenever it is not being used by the library itself in connection with its own programs and activities. At such times, the display case may be made available to the public under the following terms and conditions:

1. Exhibit space may be available, free of charge, to patrons for educational, recreational, cultural, or civic exhibits.
2. Exhibit space may not be used for fundraising, religious proselytizing, or the advocacy of political causes, parties, or candidates.
3. Exhibit space may not be used for commercial purposes. However, local artists and artisans may be given permission to use the space to offer for sale items which they have personally created. In such cases, no price tags or price lists will be exhibited, nor will the library staff give any indication of the items' value. Contact information can be left on display for interested individuals to contact the artist directly. Exhibitors may not request donations.
4. Exhibitors must be 18 years of age or older, except for cases of special group shows when the Library Director gives special approval.
5. The Library may reject a proposed exhibit and is not obligated to accept every exhibit offered. The library does not endorse, and is not liable for the content of viewpoint expressed in any exhibit. The library does not verify the accuracy of any exhibit. All exhibits must conform to state and federal laws governing obscenity and must not be defamatory or constitute an invasion of privacy.
6. The Library reserves the right to limit the frequency and length of all displays as well as the right to postpone, reschedule, or cancel an exhibit. Displays shall stay up no longer than one month.
7. Factors to be used by the Library in determining whether or not to permit displays of exhibits include:
  - a. The amount of interest in the exhibit's subject matter among the citizens of Anderson County or the relevance of that matter to the county or to the Commonwealth of Kentucky.
  - b. Past or scheduled exhibits relating to the same or similar subjects.
  - c. The number of competing requests for exhibits for the period requested.
  - d. The number of prior exhibits by the requesting individual or organization (one individual or organization can only reserve the case a maximum of four times a calendar year).
  - e. Date the request was received.
8. The Library assumes no responsibility for the preservation, protection, or possible loss, damage or theft of any item displayed or exhibited. The Library is unable to insure individual or group exhibits. Each individual or group will be asked to sign a statement acknowledging and recognizing this fact. Exhibitors are welcome to provide their own insurance coverage.
9. Requests to use display space may be made up to six months prior to the beginning of the requested period. This may be done through the Library's website at [aplkentucky.org](http://aplkentucky.org) by using the tab "Reserve Display Case."
10. Exhibitors must supply their own tools and supplies for installation. No tape or other adhesives may be affixed on the walls or inside the display case. Exhibitors shall be responsible for all costs associated with the mounting and removal of displays. They shall reimburse the Library for any damage done to the building, display case, or library property because of their exhibits.
11. Once an exhibit is installed, any desired changes must be made in consultation with a designated member of the Library staff. Decisions made in the implementation of these policies will be made by the Director of the Anderson Public Library or a person to whom the task has been delegated by the Director. Ultimate responsibility for interpretation of the policies lies with the Director and the Anderson County Library Board of Trustees.



**ANDERSON  
PUBLIC LIBRARY**

## Display Case Reservation Request Form

Name of person responsible for the display (Must be 18 years or over):

\_\_\_\_\_

Name of organization represented by display (if applicable):

\_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Address:

\_\_\_\_\_

\_\_\_\_\_

Patrons often ask for contact information for the persons responsible for the display. May we provide your name and phone number to patrons who ask?

YES \_\_\_\_\_ NO \_\_\_\_\_

Description of proposed display:

Dates requested for display: \_\_\_\_\_

I have read and agree to abide by the Library's Display Case Guidelines:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

***To be completed by Library Representative***

Dates for the exhibit approved: \_\_\_\_\_

Display approved by: \_\_\_\_\_