

Lobby Display Cases

Teen and Adult Services Staff schedules the 5 display cases located at the main entrances of the Library.

Use

Staff determines use of display cases according to the following priority listing:

1. Library-sponsored displays including Friends of the Library, Library Foundation, Library Board and Library Leasing Corporation. *Each month at least one display case will be reserved for Library use.*
2. Community-based¹ non-profit organization [*Organization membership that boasts a membership of 50% who reside and/or pay property taxes in the Library District*] or other government agency in the Library district
3. Adult and/or teen resident or local taxpayer.

Examples of displays that are not included in this policy:

- Individual juvenile displays
These displays are housed in the display cases located in the Youth Services Department.
- More than one use per calendar year by a single entity, except those noted in Group 1 above.
- Advertisement of products and/or services for sale, unless as part of a Library-sponsored program.
- Displays on the same topic within a rolling 12 month period.

Quality of display:

The Library's Graphic Artist has latitude to make adjustments to the display to assure aesthetics meet Library standards. Content and message will not be altered unless quantity is excessive, quality is below standard and/or message is not clear. The Library Director or assignee has discretion to refuse permission to use a display case.

Sign-up Procedure:

- Display sign-up is limited to a single use per calendar year.
- A display case may be reserved no more than 6 months in advance for this single use. Call 873-8341 or visit Teen and Adult Services.
- If a display is not set up during the first 3 days of the month, the case may be forfeited.
- Displays must be removed from the case by the exhibitor by the last business day of the month, unless other arrangements are made in advance with Library staff.
- Displays that are not removed by the exhibitor by the agreed time may be removed by Library staff.
- All displays need to be labeled in the display case with the name of the sponsor and enough information to clearly communicate the message of the display.
- The sponsor must sign an agreement in advance of installing a display.

¹ Community is defined as residents of Zionsville, Eagle and Union Townships.