



Displays, Exhibits & Distribution of Free Materials/Information Policy

The Wood County District Public Library has display cases, exhibit space, bulletin boards and literature racks intended for the promotion of library events, news and services. The promotion of library activities takes precedence over any other usage.

When not being used to promote library activities, the Library invites local government entities, non-profit organizations, civic groups and individuals from the Wood County area to use these spaces for the display of materials or distribution of information related to educational, cultural, intellectual or charitable activities and events of local community interest. Additional space may be allocated for public notices of a “classified ad” nature.

The presence of a poster, brochure, flier, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

The Board of Trustees authorizes the Director to establish, monitor and revise guidelines to manage the use of these spaces by non-library groups and individuals.

Adopted by the Board of Trustees July 9, 2008

Guidelines for the Use of Display Cases and exhibit space

- Arrangements to use the display cases and exhibit spaces may be made up to three months in advance.
- Displays or exhibits may not last longer than 60 days.
- Set-up and removal of displays or exhibits are the responsibility of the requesting group/individual.
- Promotional materials are not to be of a political nature.
- The library provides no supplies.
- The library cannot be responsible for loss or damage to any item(s) displayed.

All materials to be displayed must be pre-approved by library representatives.

Display Case Dimensions

Back A & B: 50” x 16.5” x 48”

Front: 17’ x 8.5’ x 2.5’



Application for use of a Display Case or Exhibit Space:

Group: _____

Individual responsible: _____

Address: _____

Phone: _____

Email: _____

I agree to receiving emails as a reminder of my display reservation

I would like to sign up for the WCDPL newsletter

Please be specific on the dates you would like to put up and take down your exhibit.

Date Requested for set up: _____

Removal date: _____

Front Display Case Back Display Case A or B Hallway Exhibit

I have read the agreement and agree with the display case rules and regulations.

Signature

Date

Library Representative

Date

Items that can be used for the front display case or hallway exhibit:

- skinny tables – 10 available (3 – 5’ and 7 – 6’)
- small display pedestal 28” tall – 2 available
- medium display pedestal 33” tall – 2 available
- large display pedestal 38” tall – 2 available