

S N O W
Library
Established 1877

DISPLAY CASE REQUEST FORM

**PLEASE RETURN COMPLETED APPLICATION TO CIRCULATION DESK AT SNOW LIBRARY,
ATTENTION: LIBRARY DIRECTOR.**

PLEASE PRINT

Date: _____

Organization/Group Affiliation: _____

Contact Person: _____

Position: _____

Telephone Number: _____

Requested Month for Display Case: _____

Please State Purpose for Use of Display Case: *(Please refer to Display Case Policy for information)*

EXHIBITORS ARE REQUIRED TO COMPLETE THE FOLLOWING:

I have read and understood the Snow Library Display Case Policy and forever discharge and release the Snow Library and the Town of Orleans; its employees, officers, agents, Board of Trustees, successors and assigns, from all claims, demands, damages, actions and/or causes of action which I may now have or may hereafter have arising out of my property of any kind being displayed at the Snow Library.

Signature of Exhibitor: _____ Date: _____

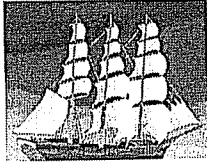
Signature of Witness: _____ Date: _____

Name and Address of Witness (please print): _____

FOR OFFICE USE ONLY:

Date display is to be installed: _____

Date display is to be picked up: _____



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DISPLAY CASE POLICY

POLICY:

1. The Library display case is available to organizations and individuals engaged in educational, cultural, intellectual or charitable activities of interest to the Orleans community. Proposed exhibits must be within the public interest and consistent with the role of Snow Library. The display case is not available for any political or religious displays.
2. Access to all groups will be on an equitable basis.
3. Displays do not reflect endorsement or advocacy for any particular point of view by the Library. The views expressed implicitly or explicitly in any displays are those of the parties using the space.
4. The display case is not available for commercial use or benefit. Artists displaying their work may leave a "credit line" (sign giving their contact information) in the display. The "credit line" will be reviewed by the Library Director or Assistant Director. Organizations which sponsor displays may also include a "credit line".
5. Request for use of the display case is to be made by filling out a form available at the circulation desk of the Library. Final approval of the actual exhibit along with schedule confirmation will be available after review by the Director or Assistant Director.
6. The Library reserves the right to limit the frequency and length of all displays. The standard time for displays is one month.
7. Library use of display space takes precedence in scheduling.
8. The Library is not responsible for possible damage or theft of any item displayed in the case. All items placed in the Library display case are done so at the owner's risk and the indemnity included in the application form must be signed.
9. The Snow Library Board of Trustees has the final decision on the interpretation of the above paragraphs.

Amended by the Snow Library Board of Trustees, 09/2002