

Original question

We have a display case we don't always have a display for, and are considering opening it up for interested parties to use, rather than leaving it empty. We've let a few groups use it in the past, but that's few and far between, we want to get word out that it's an option. I'll need some rules/guidelines on what we will accept, set up and removal, duration of display, etc. If anyone has a display case that is at times available for public displays, and you have a policy, I'd love to see it. Thanks!

Hi Don,

I started featuring kid collectors' items in our display case as a "Show & Tell" this summer and decided to keep it going this fall. It's pretty informal, [here's the google form](#) they fill out to apply. I call the parent and we work out the details for when they'll bring in the collection and pick it up. I let the kids set it up and take it down themselves so they can arrange it however they want. So far, it's been fun and we haven't had any issues/controversy.

My colleague in the adult department also did it this summer, [here's the form she used](#).

I am the librarian in charge of our library's four display cases. I book groups months in advance since they are supposed to be filled at all times. The following notes explain how I take care of the monthly rotations.

Keep a list with each month having the person's name, contact information, group name (if they belong to one).

I then make sure the person(s) putting up the displays can have the items on display for one month.

When it gets close to the last week of the current month's display, I then contact the displayer to get a firm date/time they plan to come in to empty the cases, and then I contact the next group's contact person to coordinate when they will come in to fill the cases.

I'll go ahead and scan our policy to your email address. The scanner is in our public area so I'll send that to you in a little while.

I hope this will help you out! Have a good day.

Hi Don,

Below is the excerpt from our policy manual concerning the display case we have in our vestibule:

Display Case

- The purpose of the display case is to provide educational, cultural, civic, and governmental groups with the opportunity to provide the community with information about their group or interests. It may also be used to display individual's collections or artwork that is determined by the Director to be of general interest to the community.
- Use of the display case will be as follows:
 1. The case is available on a pre-scheduled basis. Applications for use of the case must be made by completion of the "Request to Use Display Space" form available at the Library. Displays of a commercial, political or religious nature WILL NOT be accepted.
 2. The Library reserves the right to limit the size, number of items, the schedule of any display and the frequency with which the group, organization or individual has a display, and how long the items will remain on display.
 3. All exhibits and displays are offered to the Library on a voluntary, non-fee basis.
 4. All displays must not be inappropriate for young library users.
 5. A sign stating the sponsorship name of the display MUST be included in all displays.
 6. No item on display may be priced.
 7. The owner will be responsible for the delivery and removal of all items. Library staff will be responsible for display set up and take down.

Final authority for all displays, exhibits, bulletin postings and brochures/handouts rests with the Director.

The Library is not liable for loss or damage of materials placed in the Library for displays or exhibits.

Materials or exhibits presented do not represent the views of the Library Board or staff.

Hi,

We have a number of exhibit areas and here is our policy that serves us well: <https://southfieldlibrary.org/about-us/policies-guidelines/exhibit-policy-application/>

To get it started if you visit and art fairs you can pick up cards for artists.

Hi Don,

I saw your message on the Michlib listserv about display policies. We allow the public to use our library displays and it has been increasingly popular. Our policy is actually under board review and revision right now, but here is the [original policy](#) that might give you a starting place.

We are revising it to include exterior banners/signs on the library grounds. This policy was geared more to our public bulletin boards and display racks, although it does include language about display cases.

In practice for the display cases we do not really use them for promotional purposes. We display patron collections and artwork (recently this has included a giant button collection, signed concert posters, photography, paintings, etc.). Additionally, each year we partner with the Michigan Farm Bureau and they set up an educational display for Agriculture Week. We have a patron who is involved in advocacy to find a cure for ALS and she set up an educational display during ALS Awareness Month.