

CEDAR FALLS PUBLIC LIBRARY
Policy of Use of Community Display Case (1st Floor)

1. Local community organizations are welcome to use the community display case, a gift in 1982 from Friends of the Library and the Altrusa Club. Display periods not already allocated by the library may be reserved through the reference desk of the library.
2. The recommended display period will be one month.
3. The library will assume no responsibility for displays other than its own. It is the responsibility of each organization using the display case to remove the display on the last day of the reserved period.
4. The Cedar Falls Public Library reserves the right to accept or reject the contents of each display.

APPLICATION FOR USE OF COMMUNITY DISPLAY CASE (1st Floor)

Name of Organization: _____

Name of Individual: _____

Address: _____

Phone: _____ Email: _____

Date Requested: _____

I have read the community display case policy and agree to abide by it.

Signature: _____

Date: _____

CEDAR FALLS PUBLIC LIBRARY

Community National Bank

2nd Floor Display Case Policy

1. The case is scheduled for a 2 month period as follows:

January 1 – February 28/29

March 1 – April 30

May 1 – June 30

July 1 – August 31

September 1 – October 31

November 1 - December 31

2. Displays are to be installed during the first week of the display period and removed the last week by the organization. Items left in the case become the property of the library.

3. No nails, two-faced tape or other devices for hanging on the walls.

4. Items weighing under 1 pound may be hung from the ceiling.

5. Subject matter of the display must be appropriate for public space.

6. The library is a public building, and while the display case can be locked, the library is not responsible for securing items in the display case.

7. The Cedar Falls Public Library reserves the right to accept or reject the contents of each display.

8. The display case must be left in its original condition. Clean-up and any damage to the case is the responsibility of the user.

Name of Organization: _____

Purpose of Organization: _____

Brief description of the display: _____

Name of Individual: _____

Address: _____

Phone: _____ E-mail: _____

Preferred dates: _____

I have read the display case policy and agree to abide by it.

Signature: _____ Date: _____