

Cedar Falls Public Library
POLICY OF USE OF COMMUNITY DISPLAY CASE (2nd FLOOR)
COMMUNITY NATIONAL BANK DISPLAY CASE

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

January 1 – February 28/29

May 1 – June 30

September 1 – October 31

March 1 – April 30

July 1 – August 31

November 1 - December 31

Display periods not already allocated by the library may be reserved through the reference desk of the library.

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, double-sided 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 the library's 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.
9. The display case may not be reserved more than six months in advance.

Cedar Falls Public Library
POLICY OF USE OF COMMUNITY DISPLAY CASE (2nd FLOOR)
COMMUNITY NATIONAL BANK DISPLAY CASE

APPLICATION FOR USE OF COMMUNITY DISPLAY CASE (2ND Floor)
COMMUNITY NATIONAL BANK DISPLAY CASE

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: _____

Reviewed/Revised: 03/06/2013, 01/07/2015, 02/06/2019