

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	March 1 – April 30
May 1 – June 30	July 1 – August 31
September 1 – October 31	November 1 – December 31

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

2. No nails, double-sided tape, or other devices may be used for hanging on the walls.
3. Items weighing under 1 pound may be hung from the ceiling.
4. Subject matter of the display must be appropriate for the library's public space.
5. While the display case will be kept locked, the library is not responsible for securing items in the display case.
6. The Cedar Falls Public Library reserves the right to accept or reject the contents of each display.
7. The display case must be left in its original condition. Clean-up and any damage to the case is the responsibility of the user.
8. 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.
9. The display case may not be reserved more than six months in advance.

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

Name 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, 1/7/2026