



Display Areas and Cases [FAC 03]

Date:

Revised Date: September 2007

SECTION: Facilities

Guidelines for the Use of Display Areas/Cases

The Main and the Branch Libraries have designated areas for material to be displayed. Separate areas are provided for pamphlet/brochure/newspaper/magazine materials on bulletin boards and kiosks. Since space is limited, preference will be given to cultural, educational and recreational materials, when the space is not required by the Library. Space permitting, the use of the display areas/cases by community groups and individuals is invited, subject to the following guidelines. The approval process is handled by the Library Administration, in accordance with the policies of the Library Board. The Library Board reserves the right to refuse any display.

- Elementary art from local schools is displayed on a periodic rotation. Pre-booking is done through the Manager of Popular and Children's Services.
- Art may be displayed in Display Case at the Main Library and the St. Paul Library. Displays are pre-booked through the Manager of Marketing, Communication and Development. Preference will be given to nonprofit art groups and educational institutions. If items are available for sale, no price information is included in the displays but information about purchase will be available at the Information Desk. An Application for Art Display must be completed before any mounting takes place.

The Library is not responsible for lost or damaged materials.