

Radnor Memorial Library Display Case Policy

The Board of Library Trustees and the Library Director are eager to provide for the public as many attractive, educational, and cultural exhibits as the space available allows. As scheduling permits, the Library's display case is available to individuals and organizations engaged in educational, recreational, cultural, civic, charitable, or artistic activities. Commercial goods and services of interest to the local community may be displayed at the discretion of the Library Director or designated staff member, contingent upon availability. Preference will be given to exhibits and displays created by Library staff, Radnor community organizations and Radnor residents and non-profit organizations. Library staff will manage the display schedule.

The Library does not endorse the beliefs or viewpoints of topics that may be the subject of exhibits and displays. Exhibits concerning only one political point of view, advocating only one religious denomination, or presenting only one point of view in controversial matters will not be accepted. The Library Director reviews proposals for exhibits and displays if questions arise concerning acceptance criteria. The Library reserves the right to refuse any display proposal.

Guidelines:

1. Applications are taken up to 18 months in advance of the desired date of display.
2. Times are normally assigned approximately 3 to 8 months in advance of the display date. Displays are usually arranged 4 months at a time so as to fit groups/ individuals closest to requested dates. A group may have to wait a year or more before the Library can accommodate a specific time request.
3. The Library is unable to accommodate all groups/individuals requesting the case.
4. Groups/individuals may not display in the case every year with the exception of the Library and the Friends of the Library who receive priority over others.
5. Occasionally the Library has no applicants for a time period and a local individual/group may be asked to fill the display with no regard to when they last used the display case.
6. Priority is given in this order:
 - a. The Memorial Library of Radnor Township, the Friends of the Library, the Board of the Library for library promotional/informational/educational purposes.
 - b. Radnor Community groups unless they have used the display in the previous year.
 - c. To non-profit organizations.
 - d. Radnor residents.
 - e. To earliest applications.

7. Once a display time has been assigned to a group/individual the Library does not ask them to give up their assigned time because another group with higher priority applies.
8. Both non-profit and for-profit individuals/companies/groups may use the display cases to provide the public with attractive, educational, and cultural exhibits as the space allows.
9. No individual/company/group, other than the Library, may use the display to sell a product or service or to solicit donations.
10. Exhibits concerning only one political point of view, advocating only one religious denomination, or presenting only one point of view in controversial matters will not be accepted. This ban also applies to literature for free distribution from the Library.
11. The Library will not be liable for loss or damage to exhibit items.
12. The group/individual shall be responsible for setting up and removing the materials from the Library upon the agreed dates for the exhibit.
13. No display may cause damage to Library premises.
14. The Library reserves the right to refuse any display proposal.

GENERAL SET-UP INFORMATION

You may set up the display during Library hours on the first day and you may remove your display during Library hours on the last day. Please plan your exhibit so as to fill all three sections of the display case. When you arrive to set up the display the Librarian at the Information Desk will be glad to unlock the cases for you.

Case Dimensions:

The display case is divided into three sections. Each section is approximately 36 inches wide by 48 inches high by 12 inches deep. Each section has two adjustable glass shelves plus the bottom of the section on which to set items. The six glass shelves may be interchanged amongst the sections or all set onto the bottom.

We ask that you do not use thumbtacks or nails to attach items. Many people attach background materials to a poster board, which can fit behind the glass shelves. Each section of the case has one fluorescent light at the top. If you cover the top shelves completely with objects the lower shelves will receive very little illumination.

Approved by the Radnor Memorial Library Board of Trustees December 8, 2009

Display Case Application

Contact	
Contact Person:	
Organization: If applicable	
Address:	
Contact Telephone Number:	
Email Address:	
Brief description of what will be on display:	
Do you have specific dates that would be best for the display?	• Yes • No
If so, when?	
Reason for specific dates:	
May we give your name (yes/no) and or phone number (yes/no) if asked for by a library visitor?	

Use Agreement
I understand that: • My display may not express only one political point of view, or advocate only one religious denomination, or present only one point of view in controversial matters. • The Library will attempt to protect exhibits on loan, but accepts no responsibility for loss or damage and by signing this application, I relieve the Library of responsibility for loss or damage. • I shall be responsible for setting up and removing the materials from the Library upon the agreed dates for the exhibit.
Signature of Individual Responsible for the Exhibit Date

Questions: Please call the Library at 610-687-1124 or 114 West Wayne Avenue, Wayne, PA 19087

PLEASE NOTE: The case is usually booked months in advance. Please note that many organizations wait an entire year before a specific time period becomes available. There is a high demand for the cases so we are not able to book organizations every year.

Staff Only	
DATES:	Setup Removal