

UPPER MORELAND FREE PUBLIC LIBRARY

Policy Number	OPS-10
Policy Name	Display Case

Revised:	12/14/2011
Review:	2 nd Qtr 2013
Original:	
Document Owner:	Library Director

I. POLICY

- A. The library's display cases are intended for the exhibit of materials of educational, cultural, and/or intellectual value.
- B. The Director or designee shall be responsible for the selection of material to be displayed. Appropriateness, educational value, and appeal will be criteria upon which the Director or designee will base his/her decision to accept display material.
- C. The library cannot be responsible for the theft or damage to the material on display. A release form will be provided, to be signed by the exhibitor relieving the library of responsibility for theft or damage.
- D. A list of the items in the case(s) should be given to the library.
- E. The exhibitor shall be responsible for setting up the display and removing the items. Items may remain on display on a space-available basis and at the discretion of the Library Director or designee.

II. RESPONSIBILITY

- A. The Director will implement procedures to comply with this policy.