



# Display Case Application

By completing and signing this form, you acknowledge that Evergreen Park Public Library cannot be responsible to ensure the safety and security of the displayed items, and agree to waive any claims against the library for damage to or loss of your collection if it is accepted for display. Library staff will review your application to ensure the collection described meets the library's guidelines for display case exhibits as listed on the reverse of this application. You will be contacted to confirm a date to bring your collection to the library and set it up.

## Your Information

Name:  <input type="checkbox"/> Check here if you are under 18 years old.	Telephone Number  E-mail Address
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## Collection Description

Please describe your collection here. Include the approximate number of items in your collection.	
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Signature (children under age 18 must have a parent's signature)

Your Name	Date
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Do not write below this line. For library staff only.

Display Dates (2 week minimum)	___/___/___ through ___/___/___
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Display Case Location	Youth Services Area	Adult Services Area	Community Area Lower Level
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approval  _____	All displays are subject to the approval of the Department Supervisor.
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# Guidelines for Library Display Case Exhibits

1. Materials and content are selected for exhibit in the library display cases based on their current or historical significance, and relevance to local community needs and interests.
2. The library reserves the right not to display items or content deemed to be of only limited interest to the community as a whole.
3. No materials or content will be excluded on the basis of race, national origin, ethnicity, religion, gender or gender identity, or political or social views of the contributor.
4. Materials or content will not be excluded solely because the frankness of presentation might be offensive to some viewers or readers. However, the library will not display material which is obscene or defamatory, or which disparages individuals or groups on the basis of race, national origin, ethnicity, religion, disability, or gender or gender identity.
5. The library reserves the right to choose in which display case items will be exhibited.