

Moundridge Public Library Display Case Policy
Conditions to Display Items in the
Moundridge Public Library Display Case

The Moundridge Public Library offers a glass display case at the front of the facility for the purposes of displaying library and/or community artifacts and images for the benefit of library patrons and community members. All requests for the use of this display case must be made in writing for review by the library director. The display case is intended to be used for the education and entertainment of the Moundridge community. The appropriateness of the items proposed for display will be determined by library director, with input from the library board of directors if necessary.

Use of the display case shall be for at least but not limited to two (2) weeks. Displays and display dates shall be approved at the sole discretion of the library director and may be limited or changed based on the amount of space and number of display requests.

Overseeing the assembling and dismantling of the display shall be the responsibility of the library staff. Access to the display case must be made by appointment with the library director.

Library Display Case
Waiver of Liability

The undersigned wishes to lend the following listed items to the Moundridge Public Library for display in the library's display case for exhibit purposes only. I understand that the items cannot be insured by the library and the library bears no responsibility for any items which may be lost, stolen or damaged while on display or in possession of the library. In consideration of having my items exhibited in the library, I hereby release the library's employees, board members, and the City of Moundridge, Kansas, and their officers, employees, agents, representatives and elected officials, from and against any and all lawsuits, claims, liability, damages, losses, costs, expenses and judgments of any nature whatsoever arising either directly or indirectly out of, or in connection with, the display and custody of the items.

Name: _____

Permanent address: _____

Telephone: _____ E-mail address: _____

Dates items will be available for display: _____

Signature: _____ Date: _____

Items for Display

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Approved By: _____

Display Dates

Starting: _____ **Ending:** _____