



Rapides Parish Library  
Alexandria, Louisiana

## **DISPLAY CASE POLICY**

### **A. PURPOSE**

The Rapides Parish Library display cases are a tool with which the Library supports its mission by providing an opportunity to individuals/organizations to share art, various collections or information with the community. The library welcomes assistance from community organizations and individuals. The presence of a particular display in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints of exhibits or exhibitors.

The cases are available on a first-come, first-served reservation basis for educational, artistic, informational, or cultural displays.

The library will safeguard the display exhibited by keeping the cases locked. However, the library assumes no liability for damage to the display items. A display case agreement must be signed before an exhibit is placed in the case. A time for the display to be removed will be established when the agreement is signed.

### **B. CONDITIONS OF DISPLAY**

1. Designated staff or volunteers shall schedule items for the display case in compliance with this policy. The Library Director shall make the final determination of compliance.
2. Individuals and organizations may indicate an interest in assisting the Library in developing displays by contacting the Library.
3. Displays must conform to the space restrictions of the assigned area. Nails are not allowed in wall surfaces.
4. Displays may be in place for up to eight weeks. Staff may schedule displays for shorter periods of time.
5. Any individual or organization who provides materials for a display shall sign a form that releases the library from any responsibility for the loss or damage to works on display. If the individual is a minor, a parent or legal guardian shall sign the waiver.
6. The Library will not sell items from the display case nor will selling prices be displayed.
7. Individuals and organizations providing materials for displays will be acknowledged with a sign, indicating "Materials in this display are provided by . . . "

Adopted by the RPL Board of Control Feb. 17, 2009

**Revised: Mar. 20, 2012**

**Revised April 21, 2015**

**Revised May 15, 2018**