



## Leavenworth Public Library Display Case Reservation Request Form

Today's date \_\_\_\_\_

One case or both? \_\_\_\_\_

Name of organization \_\_\_\_\_

Theme of the display \_\_\_\_\_

Date and time display will be put in case \_\_\_\_\_

Date and time display will be removed \_\_\_\_\_

Name and phone number of person putting in and taking out display

---

**Any organization desiring to schedule use of display cases needs to provide a written request identifying the topic and providing a description of the proposed display at least six weeks in advance.**

The back surface of the case is thin corkboard. Thumbtacks and pins may be used or you may want to attach your graphics to posterboard. The dimensions of the display cases are 40 inches tall by 44 inches wide. Although the glass doors lock securely, we do not advise displaying extremely valuable or heirloom items. The

library cannot be responsible for lost or damaged items. If the display has not been removed as scheduled, we will box it up for you and store it in a secure location.

The entryway display cases may be reserved up to twelve months in advance, on a first-come, first-served basis. Library displays have precedence. Exhibits are scheduled for no more than one month with no more than one display case reservation per group per calendar year. The organization or individual is responsible for setting up and taking down the display and bringing all necessary supplies. A Leavenworth Public Library Display Case Reservation Request Form must be filled out and returned to the Reference Desk at least six weeks prior to the scheduled requested date. Items or services for sale may not be advertised in the display cases, and specific fund-raising events may not be the theme of the display.

If you have questions or need to change your reservation, please call the Reference desk at 682-5666, ext. 206.

**PLEASE READ THE LIBRARY POLICY REGARDING PUBLIC DISPLAYS**

Submitted by \_\_\_\_\_

Date \_\_\_\_\_