

Carnegie Public Library Display Case Request Form

Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Please describe what you'd like to display:

Displays may be scheduled up to six months in advance and requests for space are filled on a first come first serve basis. Displays will stay at least one week and no more than four weeks. Groups or individuals may reserve the display case up to 6 months in advance, but may not reserve the display case for more than one four-week period at a time.

I'd like to reserve the case for this period: _____

I have read the Display Case Policy and understand the library's requirements for displays. I understand that the library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited or displayed, and that all items placed in the library are placed there at the owner's risk.

Signature of Exhibitor _____ **Date:** _____

A parent or guardian must sign for exhibitors under 18 years of age.

The request form will be reviewed by library staff and the exhibitor contacted following approval of the exhibit and dates requested.

Library Use Only

Date: _____ Received By: _____

Exhibitor contacted: _____

Exhibited installed: _____

Exhibit removed: _____

**Carnegie Public Library ♦ 219 E 4th St. ♦ East Liverpool, OH 43920
330-385-2048 ♦ www.carnegie.lib.oh.us**