

DISPLAY AND EXHIBITS

The Berwyn Public Library maintains display cases, exhibit space, and bulletin boards for the interest, information, and enlightenment of the community. Library exhibits and displays, relating to aspects of library materials and services, have priority in reserving space. This space is made available to non-profit community groups as well as to individuals having collections of community-wide interest, subject to the policies established by the Berwyn Public Library Board of Trustees.

Displays, Exhibits, and Art Exhibits

1. Exhibitors must complete and sign a form listing the contents of the display or exhibit and releasing the library from liability in case of damage to or theft of items. Applications for display must include a description of the type of display or exhibit planned.
2. Exhibitors are asked to wait a minimum of one year between scheduled displays. Applications will be accepted up to 6 months in advance of the date requested.
3. All advertisements, announcements, press releases, flyers, etc. relating to the displays and exhibits are the responsibility of the exhibitor not the Library.
4. Displays are scheduled for one calendar month, art exhibits for two calendar months. Due to scheduling, each organization or individual must drop off, mount and dismantle its display at the appointed times. The exhibit must be picked up by the exhibitor within 10 Library working days of notification or the library reserves the right to dispose of materials as it sees fit.
5. Any display, which is deemed inappropriate by the Library Director, -may be removed by the Library.

Application for Exhibit of Artwork or Display

I, the undersigned, hereby lend the following works of art or other materials to the Berwyn Public Library for exhibit purposes for a period of one to two calendar months as scheduled by the Library Display Coordinator of the Berwyn Public Library. In consideration of the privilege of exhibiting in the Library, I hereby release said Library from the responsibility for loss, damage or destruction while they are in the possession of the Library.

Description of display or exhibit:

Name (printed) _____ Date _____

Signature _____

Address _____

Telephone _____

The following to be completed by the Berwyn Public Library

Dates of exhibit _____ to _____

Exhibition to be held in the _____

Library Display Coordinator