

**Roxbury Public Library**  
**Application for Use of the Display Case**

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**REQUEST FOR THE MONTH OF \_\_\_\_\_**

Name of Organization	Date of Application
Name of individual filing application:	
Applicant Address:	
Applicant telephone number: Daytime-	Evening-

Title of Display:	
Nature of Display:	
Type of Materials in display (Pictures, books, ceramics etc.):	
Approximate value of display:	
Date and time for set-up:	Date and time for removal:

Press release submitted to Library for distribution to media? Yes _____ No _____
If yes, then attached? _____ or will submit at a later date _____
If you would like to write a press release about your display, please submit to us on 8½ x 11 sheet(s), double spaced, at least 3 weeks prior to your display date. The library will then submit it to local newspaper, TV, & Radio stations.

**\*\*\*I have read and taken the attached "Bulletin Board/Display Case Policy**

Signature \_\_\_\_\_

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**For Office Use:**

Application received date \_\_\_\_\_ Library Secretary \_\_\_\_\_

Application approved date \_\_\_\_\_ Library Director \_\_\_\_\_

Forward to Board of Trustees \_\_\_\_\_no \_\_\_\_\_yes

Board approval date \_\_\_\_\_

For the Library Board of Trustees

Confirmation Sent \_\_\_\_\_

**DIMENSIONS OF DISPLAY CASE**

Outside dimensions of all 3 cases:

84 inches wide x 66 inches high by 20 inches deep

Each case:

28 inches wide by 66 inches high by 20 inches deep

Each case may be divided by shelving into 2 or 3 parts.

There are six glass shelves that may be added, so each case may be divided by two shelves each. Please note: One shelf is a thinner glass than the other five. It is suggested to use this shelf for lighter objects. .

The back of the case is lined with mirrors, an asset when three-dimensional works of art are displayed, and each section of the case has adjustable shelves and doors which lock.

