

**Roxbury Public Library**

**A. Application for Use of the Display Case**

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

The display case is an attractive wooden cabinet built into the wall of the Library's lobby area. It has three sections, each 28" wide by 20" deep, by 66" high. 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.

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 \_\_\_\_\_

**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 \_\_\_\_\_

(date)

approved 7/25/90  
amended 1/30/92  
amended 4/27/94

amended 3/24/99  
amended 4/25/01  
amended 4/28/04

**ROXBURY PUBLIC LIBRARY**  
**-- Bulletin Board/Display Policy --**

Policy: The Trustees of the Roxbury Public Library wish to encourage the widest possible use of the Library bulletin board/display areas. Subject to the regulations below, the Board welcomes all non-profit organizations of Roxbury Township and other non-profit organizations serving primarily Roxbury residents, with a view to providing its resources and facilities for the educational, cultural, and social activities of the Township.

1. Priority will be given to Library-planned activities.
2. The bulletin board/display cases are not available for the benefit of private individuals or commercial concerns, or where, in the judgment of the Trustees or Director, disorder may be likely to occur.
3. Materials may not be sold, sales solicited, or petitions circulated, by use of the display areas or the bulletin board.
4. The Board of Trustees assumes no liability for damage to materials on display except as stipulated in advance.
5. The Trustees reserve the right to revoke permission for use of the display case.
6. Groups using display areas must see to the prompt set-up and dismantling of displays. Unless otherwise arranged, displays placed in the exhibit case should be installed on the first day of the month and removed by the last day of that same month.
7. Display case reservation form must be completed in full.
8. Literature distributed must be of an educational or informational nature and must be free distribution. Literature distributed must be by flyers submitted to the Library Director for inclusion on the literature rack.
9. A specific bulletin board is to be designated for community notices; other bulletin boards are for Library information only.
10. Posters to be displayed in the library must include the local sponsor's name, address and phone number for further contact.
11. Any item with a reference sticker on it is a "one copy" item and should remain on the literature racks.
12. Informational posters will remain on a space-available basis.
13. All posters must be submitted to the Administrative offices for approval.
14. The Library cannot guarantee the security of materials posted on the bulletin board.

General Policy XII