

Lobby Display Cases

Library staff schedules use of the display cases on the first floor of the Library near the main entrance on Fifth Street and Teen and Adult Services staff schedules use of the display cases on the second floor of the Library near the Sixth Street entrance.

Use

Staff determines use of display cases according to the following priority listing:

1. Library-sponsored displays including Friends of the Library, Library Foundation, Library Board and Library Leasing Corporation. *Each month at least one display case will be reserved for Library use.*
2. Community-based¹ non-profit organization [*Organization that provides a service to those who reside and/or pay property taxes in the Library District*] or other government agency in the Library district
3. Adult and/or teen resident or local taxpayer.

Examples of displays that are not included in this policy:

- Individual juvenile displays
These displays are housed in the display cases located in the Youth Services Department, and are scheduled by the Youth Services Department Staff.
- Advertisement of products and/or services for sale, unless as part of a Library-sponsored program.

Quality of display:

The Library's Graphic Artist has latitude to make adjustments to the display to assure aesthetics meet Library standards. Content and message will not be altered unless quantity is excessive, quality is below standard and/or message is not clear. The Library Director or assignee has discretion to refuse permission to use a display case. Content and message of display must be consistent with and supportive of the Library's mission. Displays that are disruptive to Library operations may be removed at the discretion of the Library Director.

Sign-up Procedure:

- A display case may be reserved no more than 6 months in advance. To schedule the use of a display case on the first floor of the Library, call 317-873-8342 or visit the Youth Services Department, or contact the Marketing Department at marketing@hmmpl.org or 317-873-3149, ext. 11280. If a display is not set up during the first 3 days of the month, the case may be forfeited.
- Displays must be removed from the case by the exhibitor by the last business day of the month, unless other arrangements are made in advance with Library staff.
- Displays that are not removed by the exhibitor by the agreed time may be removed by Library staff.
- All displays need to be labeled in the display case with the name of the sponsor and enough information to clearly communicate the message of the display.
- The sponsor must sign an agreement in advance of installing a display.

¹ Community is defined as residents of Eagle, Worth, or Union Townships.

