

## Library Display Policy

**The library provides display space for members of the Warren Wilson Community. The following policies and procedures apply:**

- Check with BK Segall (x3064) for availability and suitability of space and for a time slot. Slots are provided on a first-come, first-serve basis.
- Each display needs to include a title and a sponsoring group/class. Please prepare a sign with the title for your display and the name of the group or individual responsible for the display.
- The person or group scheduling the display is responsible for identifying items and for mounting and dismounting the display on the agreed-upon dates.
- If the display includes library-owned materials, the person mounting the display must check the materials out at the circulation desk, not to him or her personally but rather to “display.” Once the display is taken down, the materials must be returned to the circulation desk to be checked back in.
- Library staff will not put up and take down displays initiated by campus individuals or groups.
- The library is not responsible for personal materials used in displays.

Please provide the information below and return this form to BK Segall.

Sponsoring person/group/class  
(name and signature) \_\_\_\_\_

Contact information (name and phone number)

Title of display \_\_\_\_\_

Date to be mounted \_\_\_\_\_

Date to be dismounted \_\_\_\_\_

Comments: