

Display Case/Library Display Policy

There are two (2) display cases available for use by the library staff, members of the community and non-profit organizations.

- Bulletin Board Display Case is available on a daily basis.
- Display Case is available on a monthly basis from the first day of the month to the last, on a first come first served basis.
- Cases have lockable glass doors.
- All displays are subject to approval by the library.
- Informational fliers/posters are accepted from non-profit individuals or groups only. No fliers advocating or depicting violence, illegal acts or discrimination will be accepted for posting.
- Cases may be reserved, in advance, by contacting the library's Circulation Manager @ (563) 289-4242, option 4.
- The group or person using the display case is responsible for installing and removing the exhibit in a timely fashion. A step-ladder is available, but the exhibitor must bring other supplies, as needed. Exhibits should be installed as professionally as possible. The entire display case must be used. A sign stating the type of display and the organization or individual responsible for the display is required.
- The library staff reserves the right to remove the display, as deemed necessary.

LeClaire Community Library assumes no responsibility or liability for damages, theft or security of materials or information placed on display at the library.

Approved by the LeClaire Community Library Board of Trustees 2/22/12