

Display Materials Release Form - Please read policy and fill out information below.

Displays and exhibits are important to the library and are intended to be used by staff to promote library collections, services and programs. Library displays have priority over all other displays.

The library reserves the right to reject any part of an exhibit or to change the manner of display.

The artist or crafts person may display their name and phone number so that patrons who may be interested in purchasing items may contact them by phone to arrange the sale.

The owner or artist shall be responsible for the removal of items at the end of the designated display period.

Houston County Public Library System insurance policies do not cover the replacement or repair of loaned items. Therefore, collections or artwork are displayed or stored at the library at the owner's risk. Every effort will be made to carefully and responsibly handle, protect and store collections loaned to the library, but the risks shall remain with the owner. A signed "Display Materials Release" form must be on file with the Library prior to mounting of any display.

I. Name of individual / organization requesting display space:

Contact person for organization: _____

Phone: _____ E-mail: _____

II. At which Branch you would like to place your display?

III. Requested display dates: _____

I have read the above policy and agree to the conditions therein. I absolve the library from all responsibility related to all items and materials during the installation, display and removal of the items and materials.

Signature: _____ Date: _____

Staff initials: _____