

# Display Cabinet Policy (August 27, 2008)

The library provides two display cabinets free of charge to patrons of Allegheny County for exhibition of personal collections on a first come first serve basis. Patrons wishing to display personal items in the cases should submit their name and contact information to the Library Director who will advise of availability.

The length of display will be one month—from the first of the month through the last day of the month. Patrons are responsible for set up and tear down of the display. The library reserves the right to alter the length of the display for library and music hall programming.

Displays may not include any items or images that would be in violation of 18 PA. Cons. Stat. Sec. 5903. The Library Director will have discretionary authority over the appropriateness of items displayed for public viewing.

The display cases are made of glass consisting of two glass shelves measuring approximately 36”w x 40”d x 20”h. The bottom shelf is made of wood and measures 36”w x 40”d x 15”h. The shelves are lit around the perimeter. Lighting at the top of the case is fluorescent bulb covered with UV filtering shield. The cabinets are secured with a lock.

The library assumes no liability for items displayed in the case. Patrons exhibit at their own risk

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Yes, I have read the above policy guidelines and am interested in exhibiting a personal display. I understand that the library assumes no responsibility for my personal items in the display.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Nature of Display: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_