

## Pittsford Community Library

### Community Display Case Reservation Form & Guidelines

The display cases are available to organizations, groups, or individuals for educational, cultural, and artistic exhibits. Exhibits are scheduled for one month - from the first day to the last day of each month.

Display case description: Locked, 3' 9" wide X 3' 6" high X 11" deep, removable, adjustable glass shelves.

Exhibitors are asked to set up their display within the first two days of the month. Placement and removal of the exhibit is the exhibitor's responsibility and must be conducted during regular library hours. If the display has not been set up by the end of the first week of the month, the case will be offered to the next exhibitor.

Displays must be removed on or before the last day of the month. After that date, the library staff will remove the materials. Although the display cases are kept locked at all times, the Pittsford Community Library is not liable for theft, loss, or damage of materials placed on display or removed after the display period.

The Library is not obligated to accept every exhibit offered for display. Contents of guest exhibits are not meant to reflect the views of the Library or its staff. Depending on demand, reservations may be limited to one per calendar year.

For more information or to schedule an exhibit, contact the Display Coordinator, Rachel Pazda at 249-5482 or email [rpazda@townofpittsford.org](mailto:rpazda@townofpittsford.org).

#### Reservation Form:

Month/Year requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

eMail: \_\_\_\_\_

You will be contacted as to the status of this request.

Subject of Display: \_\_\_\_\_

Brief Descriptions Of Items To Be Displayed:  
(3 dimensional objects with written commentary or labels preferred)

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