

APPENDIX E
ALLEN PUBLIC LIBRARY
DISPLAY CASE AND COMMUNITY BOARD PROCEDURES

Community Board

- Posters, signs, and flyers may be posted up to three weeks in advance and may be removed at the Library's discretion without notice.
- Signage may be up to 11" x 17" (exception for City of Allen).

Reserving a Display Case

- Exhibitor may reserve one case one time per year, based on availability; exceptions made at the discretion of Library Director or designee.
- Display cases are booked by the month and may be booked up to one year in advance.
- Specific cases are assigned by Library staff and reserved for Library or City of Allen use.
- The Library reserves the right to reassign, cancel or remove displays without prior notice at the Library's discretion.
- Upon display approval, Exhibitor must fill out the Exhibit Loan Agreement Form and provide two contact names and phone numbers plus email (if available).

Scheduling Installation and Removal

- Gallery Coordinators will contact exhibitors two weeks before the month of their display to finalize installation and removal dates.
- Shelves may not be rearranged at time of installation.

Specifications

- Case sizes: 1 & 2 – 112" x 60"; Cases 3-5 – 140" x 60."
- Exhibitor is responsible for providing display supplies for their exhibits. The Library can provide some basic display materials. Please inquire about availability before your installation date.
 - Library will provide straight pins to secure items to the back wall of the case.
 - No push pins, thumb tacks, T-pins, tape or staples may be used.
 - Nothing may be attached to the glass doors, wood floor, or ceiling.
- Exhibitor is encouraged to provide descriptive signage and information regarding their exhibit.

Failure to follow the procedures may result in loss of display privileges.