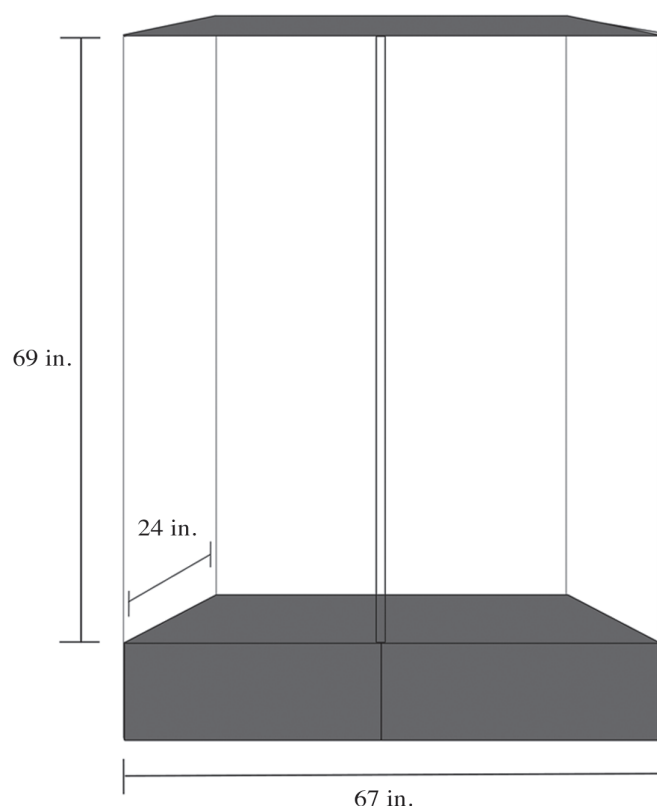


Display Case Policy

The Santa Maria Public Library is committed to supporting our community by providing designated display cases to non-profit organizations engaged in educational, cultural, intellectual or charitable activities, and to individuals who wish to display in an attractive and informative manner, collections, memorabilia, crafts, art objects, and other collectibles.

Locked, glass display cases are available in the following locations:



Case A

First Level Library Case A

Across from the Circulation Desk

1 freestanding case

46" wide x 67" high x 16" deep

Glass shelving is NOT adjustable

Case S

First Level Library Case S

Across from the Circulation Desk

1 freestanding case

46" wide x 67" high x 16" deep

Glass shelving is NOT adjustable

L2 Case

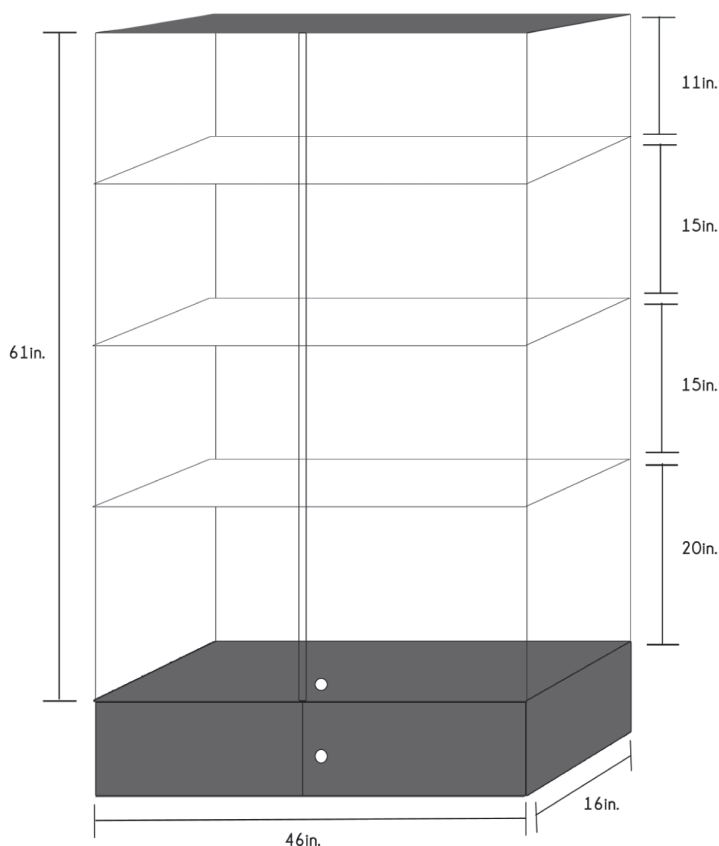
First Level Library Entrance Case II.

Adjacent to the Circulation Desk

1 built-in wall case

67" wide x 69" high x 24" deep

Adjustable plexiglass shelves with brackets are available upon request to use in this case.



OVER ➡

Display Case Policy

The Santa Maria Public Library is committed to supporting our community by providing designated display cases to non-profit organizations engaged in educational, cultural, intellectual or charitable activities, and to individuals who wish to display in an attractive and informative manner, collections, memorabilia, crafts, art objects, and other collectibles.

1. Display case exhibits are not to be used for commercial or promotional purposes. Community display areas are not to be used for partisan, political, religious, or profit making purposes.
2. Library use of display areas takes precedence over any other use and the Library reserves the right to cancel the use of the display areas by outside exhibitors if the Library Director or designee determines the display space is needed for Library purposes. The Library will put forth reasonable effort to give advance notice of such preemption and to assist the exhibitor in reserving another date.
3. Exhibitors will pay any special costs incurred in mounting the exhibit, including the repair of any damage to the building or the Library property caused in the installation or removal of the exhibit.
4. The provision of display space for public use does not constitute Library endorsement of the beliefs or viewpoints advocated by the displays, or the organization responsible for the displays.
5. The Library will not provide storage for the property of organizations or individuals displaying in the Library.
6. Displays shall be limited to the Library's display cases. No tabletop displays can be accommodated due to space limitations.
7. The Library retains the right to deny space to any user whose use or planned use of the space does not comply with these conditions. Violation of these conditions may result in removal of the display at the direction of the Library Director and/or denial of future access to the Library display cases.
8. Display cases are reserved on a *first come, first serve basis*. The Library does not automatically book for a certain display from year to year and there are no guarantees. It is strongly advised that reservations be made at least six months prior to the date you wish to display.
9. Display case reservations are for an entire month only. You may reserve more than one display case a year, but NOT at the same time.
10. Your display must fill the entire case. The Library is not responsible for filling left over space on displays. Please note the dimensions of the display case you have reserved and plan accordingly.

Application Process

Submit a "Display Case Application Form" indicating the display case desired, purpose and sponsor of the display. Installation/removal dates will be determined upon availability. A signed application releases the Library from any liability in connection with the display. Although all the display cases are locked, they are glass. Therefore, the person authorizing the display assumes all risk of damage and loss. Inclusion of valuable objects in displays is strongly discouraged.

Installation/Removal of Displays

1. Displays are to be installed/removed on the dates stated on the application Form and prior to the Library opening to the public: Tuesdays - Thursdays, with times varying (see first page). There are no exceptions except by prior arrangement. Please contact the Graphics Technician prior to installation to confirm dates and time.
2. *The Library does not provide supplies, transportation, staff assistance, or materials for the display*. Please bring your own push pins or tacks. Nails or screws are NOT permitted.
3. Installation and removal will be the responsibility of the exhibitor. Removal of the exhibit must be completed by the date and time specified in the application. *Alternate arrangements can be made under certain circumstances*.
4. Display cases must be left in satisfactory condition, and the exhibitor is liable for any damage resulting from the use of the display case. All background, paper, push pins, etc. are to be removed.
5. Please contact the Graphics Technician with any questions or assistance with the installation of your display.

Display Case Art Sales

Prices of artwork may not be displayed in the case. The artist may attach his/her name and a telephone number, but no sale information may be attached to artwork. The artist is responsible for all taxes, fees and business licenses associated with the sale of their artwork. Artists will be NOT be required to pay the Santa Maria Public Library a commission on any sales generated from the display case exhibit.