

DISPLAY CASES IN THE CANNELL LIBRARY

Displays in the Cannell Library can be booked by contacting Kristin Poage (992-2553).

Two oblong wall cases are available and are suitable for posters, books and have small shelves attached.

Displays should be booked in advance and are usually in place for one quarter. People sponsoring the displays are responsible for removing them as scheduled.

If there are multiple requests for display cases, priority will be given to ones from the campus community and with consideration for requests scheduled furthest in advance.

The following information is needed for booking a display:

- **Theme**
- **Type of Display**
- **Dates In / Out of Case**
- **Contact person (include telephone number)**
- **Who will assemble and remove the display**
- **Which display case(s) will be used**

The person responsible for placement of the display must be willing to sign a Display Release Form to prevent library liability if valuable goods are being displayed.

In compliance with campus guidelines, library personnel must approve of displays placed in the library because they have final responsibility for the cases.

Please do not affix signs on painted, glass or metal surfaces or on nearby walls, columns or library doors.

Please contact the Circulation Supervisor at 992-2152 or the Library Director at 992-2472 for comments or questions.