



## Henderson County Public Library Display Case Reservation Request Form

**Is the organization (or individual) based in/serving Henderson County?**

Yes  No

**Name of organization represented by display:**

\_\_\_\_\_

**Person responsible for the display:** (must be 18 years or over)

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

**Patrons sometime ask for contact information for the person responsible for the display. May we provide your name and phone number/email?**

Yes  No

**Description of proposed display:**

\_\_\_\_\_

\_\_\_\_\_

**Month requested for display:**

\_\_\_\_\_

**I have read and agree to abide by the Library's Display Case Policy.**

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

***To be completed by Library Representative:***

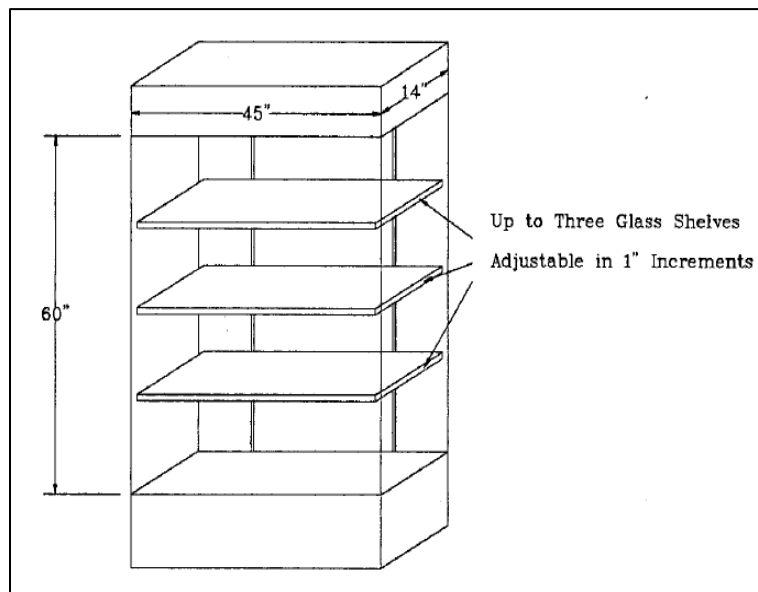
Month approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

## Display Case Reservation Instructions

1. Review the Display Case Policy.
2. Complete the Display Case Reservation Request Form and submit it to the Main Library Service Desk or email it to the Administrative Assistant, Jennifer Miller.
3. The Administrative Assistant will process your request and let you know if it was approved or denied within 5 business days.
4. Set up your display on or shortly after the first business day of your reserved month. The display cases are not assigned- the first group to arrive may choose.
  - Check in at the Service Desk to pick up the key; Return the key to the desk no later than 30 minutes prior to closing time.
  - Pins, staples, or tape may not be used to attach materials to the display case sides.
  - If all 3 glass shelves are not needed, you may place the extra shelf on the bottom of the case and the brackets on top of the case.
5. Break down your display by the last business day of the month.
  - Check in at the Service Desk to pick up the key; Return the key to the desk no later than 30 minutes prior to closing time.

For questions or information, contact Jennifer Miller: [jmiller@hendersoncountync.gov](mailto:jmiller@hendersoncountync.gov)

If you need to cancel your reservation or you are unable to remove your display by the end of the month, please let Jennifer know ASAP.



**Main Library Operational Hours: Mon–Thu 9am–7pm | Fri & Sat 9am–5pm**

*\*Schedule may vary due to holidays/inclement weather*