

# Request to Use a Display Case at Veterans Memorial Library

Please fill out the following form to request a display case at VML

Date\_\_\_\_\_

Name of Organization/Group/Club \_\_\_\_\_

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

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

E-mail\_\_\_\_\_

Person responsible for putting in and taking out display\_\_\_\_\_

Phone Number\_\_\_\_\_ e-mail\_\_\_\_\_

Would you prefer to be contacted by phone or e-mail\_\_\_\_\_

Dates you are requesting a display case\_\_\_\_\_

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

Which Display Case are you interested in using? (circle one) Flat or Large

## Rules of Using a Display Case at VML

1. Display cases can be used for no more than one month's time and no less than one week.
2. The flat display case is not available from December 26 thru April 16 and June 1 thru July 31.
3. The library has first priority when it comes to scheduling the display cases.
4. The library does not supply a staff member to put in or take out a display case that is being used by the public.
5. If person responsible for display does not show up to put in a display on appointed day and no contact has been made, it will be assumed that they no longer want to use the display case.
6. If the person responsible for removing the display does not show up or contact the library when they are scheduled to remove items from the display case, the items will be removed for them and held for one week only, at that time if no contact has been made the library will assume ownership of said items.

I have read and understand the previous stated rules

Signature\_\_\_\_\_

Date\_\_\_\_\_

Contact Person: Sue Ellen Deni-Owen Community Services Librarian  
Phone:989.772.3488x27 email: sdowen@crdl.org