

BARTON LIBRARY

Library Display Case FAQs and Guidelines

1. Barton Library has two display cases for any Barton Library Community College department or student group to use upon request. They are located at:
 - The west side of the south entrance.
 - Inside L111.
2. No other library display cases can be reserved at this time.

Reservations

1. To reserve a display case, requesters need to contact the Library Assistant, Outreach Services, or Director should the LA, Outreach Services position be unavailable.
2. Reservations can be made for two weeks or a month.
 - Two-week reservations can be any two week (14 day) period of the year, provided it does not conflict with any previous reservations.
 - Examples:
 - June 1st -15th
 - June 30th - July 14th
 - Monthly reservations can be any four week period of the year, or any chosen month of the year.
 - Examples:
 - June
 - June 16th- July 14th
3. **All dates and cases are on a first come, first serve basis.**
4. Reservations will be confirmed by email, and an email reminder will be sent at least 48 hours prior to start of reservation.

Cancellations

1. Cancellations of reservations should be sent to LA, Outreach Services no later than 48 hours prior to reservation start date. To cancel, requester need to contact either Outreach Services or the Director of Learning Resources.

Display Case Set Up and Tear Down

1. Requesters should inform library staff of their arrival prior to any set up or tear down of displays.
2. Barton Library does have display materials that can be loaned/borrowed on request. These items include book stands, boxes, and fabric.
 - Requesters are responsible for providing the major content of the displays (books, signage, and etcetera).
3. Cabinets do not have locking capabilities.
 - If requesters have concerns about the safety of their displays, contact LA, Outreach Services or the Director of Learning Resources.

4. Display cases are to be set up on the first day of reservation. Displays should be removed on last day of reservation.
 - **If set up is not conducted on the first day of reservation, by time of library closure, reservation is considered cancelled.**
 - Requesters will be informed of this on the day of reservation and with email confirmation.
 - If there is any expected delay, requester is responsible for communicating with LA, Outreach Services/Director of Learning Resource.
 - **If display is not removed on final day of reservation, display items will be placed in a secured location until retrieved by requester.**
5. All further questions should be directed to LA, Outreach Services and/or Director of Learning Resources.