

Display Case Reservation Form *Polk Library*

Policies

1. All display case arrangements are subject to approval by the Polk Library Administration.
2. Polk Library and the University of Wisconsin Oshkosh are not liable for loss, damage or theft of materials placed in on display.
3. Organizations are allowed to reserve 1 display case per 1 month period. Requests for any additional display cases and/or months will be put on a waiting list.
4. Patrons must check out a key for the display case to set up a display. A valid TitanCard is necessary to check out display case keys.
5. Patrons are required to set up their display within **two days** of the scheduled start date. If another organization is on a waiting list for the display case and time period, your reservation is void after two days.
6. Patrons are required to remove materials on or before the last date for which the display case is reserved. Failure to comply may result in materials being discarded, and your organization may be denied future access to display cases.
7. Patrons will be notified via email when/if their reservation request has been approved.
8. Use of Polk Library display cases is a privilege. Please treat Polk Library materials and facilities with respect and adhere to these policies.

After reading the policies above, please fill out the information below and return to the Polk Library Circulation Desk(x7322). **Your signature is required** as proof that you have read and agree to the above policies.

Display Cases & Dimensions

- #1: Lobby Window Wood Case: 3 shelves, 3' wide x 5' high x 11" deep . Shelf heights are adjustable.
- #2: Lobby Window Glass Case: 3 shelves, 3½' wide x 5' high x 14" deep . Shelves are 12" deep with adjustable heights.
- #3 Lobby Brick Wall Case: no shelves, base shelf is 8' wide x 16" deep. Back bulletin board is 8' wide x 4' high, unit is 3 ½' off the ground.
- #4: Under Stairs Area: Consists of:
 - Glass Case: 2 shelves, 5' wide x 6" deep x 3' high.
 - 3 wooden shelves: free access, 5' wide x 10" deep, unit is 7' high. Shelf heights are adjustable.
 - 2 optional bulletin boards.

Circle Display Case # (1 case maximum): 1 2 3 4

Month/year desired (1 month maximum): _____

Today's date: _____

Contact person: _____

Phone number: _____ **Email:** _____

UWO Organization: _____

Subject of display: _____

Advisor's Name (if applicable): _____

Your name: _____

Your signature: _____

Staff initials
& date received

Library Director: _____