

LIBRARY EXHIBIT CASE USAGE GUIDELINES

Two exhibit cases in the Library are available for limited campus use. Students at Minnesota State University, Mankato campus are welcome to use the cases for the display of educational, artistic, civic and cultural materials in accordance with the provisions of this document. All other display areas within Memorial Library are designated for exclusive use by the Library.

A. Application to Use the Exhibit Cases

1. Students must submit a Library Exhibit Case Request Form. The form includes a waiver of liability for any loss or damage to exhibited materials.
2. Applications may be made up to three months in advance and no fewer than two weeks in advance.
3. All exhibit cases are assigned on a first come, first served basis.
4. To allow the exhibit cases to be accessible on an equitable basis:
 - a. exhibit times may not exceed 14 consecutive days per year;
 - b. if an exhibit is not in place by the third day of an exhibitor's reservation, the Library may allow the exhibit case to be used by another applicant.

B. Exhibit Content

1. The Library reserves the right to judge the appropriateness of any items displayed and reserves the right to remove any items.
2. When the exhibit involves a sensitive, political, or social issue, it should provide impartial, factual information.
3. The exhibit cases may not be used for any of the following uses:
 - a. to support or oppose a candidate for political office;
 - b. to display any items containing obscenity, defamatory statements or speech that is intended to or likely to incite immediate lawless action;
 - c. for religious proselytizing;
 - d. to display items with price tags or information regarding purchase of items; for commercial displays.
4. The dimensions for the black exhibit case are 59.5" (length) by 23.5" (width) by 9.5" (depth). The dimensions for the cherry stain with black accents exhibit case are 44" (length) by 22" (width) by 22" (depth). All items on display must fit within the case and be presented attractively.

C. No Endorsements

1. The display of material in the exhibit cases does not constitute endorsement of the contents by the Library. A disclaimer will be included in the exhibit case that reads: *This is a student exhibit and may not reflect the views of Library Services.*

D. Insurance

1. Library Services does not offer insurance to cover items on exhibit and assumes no responsibility in the event of loss, theft, or damage of such items. The exhibitor is responsible for his or her own insurance. By signing the Library Exhibit Case Request Form, the exhibitor releases Library Services from any responsibility of loss or damage caused to any items placed on exhibit.

E. Removal of Items

1. It is the responsibility of the exhibitor to remove items from the exhibit cases on the last day of the reserved period.
2. Removal and retrieval of all items are the responsibility of the exhibitor. If Library Services must empty an exhibit case, because items have not been removed by the exhibitor as scheduled, Library Services will not be responsible for damages and will not provide secure storage of the displayed items.

F. Administration

1. For questions about requesting the Library, exhibit cases and the procedures outlined in this document, contact Leslie Peterson at leslie.peterson-1@mnsu.edu. Final approval for all exhibits rests with the Dean of Library Services.



Library Exhibit Case Request Form
Minnesota State University, Mankato

Complete this form to request the use of an exhibit case in Memorial Library. Library Services has two lockable exhibit cases available for student use. Please submit a Library Exhibit Case Request form application at least two weeks in advance of the desired exhibit dates.

Waiver of Liability: By signing this form you are acknowledging that Library Services is not responsible or liable for any loss or damage caused to items placed on exhibit that do not belong to the Library.

Today's Date		Requested Display Dates	
Display Name			
Contact Person			
Name of Your Organization			
Email		Telephone	
Signature (Waiver of Liability)			
Exhibit Information			
Length of Library Exhibit (Not to Exceed 14 Days)			
Topic of the Exhibit			
Type of Materials to be on Exhibit			
Office Use Only			
<i>Exhibit approved by the Library Outreach Committee</i>			
<i>Library Contact (Library will assign)</i>			

Monika Antonelli, Outreach Librarian
 Telephone: 507-389-2507
 Email: outreach@mnsu.edu