

Library Displays: Types, Guidelines, & Release Form

The Library has a limited number of display spaces and fixtures, and many of them are permanently reserved for specific programs. Please note that any materials found in areas not indicated below as public or failing to comply with the guidelines will be removed.

Locations & Display Types:

Basement:

Bulletin Board in front of elevator – Open to community members with appropriate University approval; can also be reserved for special projects or displays

Bulletin Board near entrance to Lower Level Learning Lab – Reserved for Archival materials

Becker Gallery – Reserved typically for rotation of Alumni or Student art; managed & maintained by Courtright Art Coordinator, Allen Reichert

First Floor:

Glass case (1) by door – Reserved for Archival materials

Glass case (1) by door – Reserved for the Office of Social Justice and Activism

Glass cases (4) along brick wall – Reserved for Alumni Author & National Conversations and Community programs

Glass case (1) near pillar facing door – Open to community members

Glass cases (2) spread out on first floor – Reserved for the Theatre Department and the Center for Career and Professional Development

Bulletin board by copier – Reserved for Library materials

Second Floor:

Tri-panel (2) near periodicals – Open to community members

Tri-panel Tower (1) near periodicals – Reserved for Common Book Program

Bulletin board near women's restroom – Reserved for Library programs & community members with appropriate University approval

Bulletin board near ASC offices – Reserved for ASC programming

Tables – up to 16 table top plexis which can hold a max of 6 quarter-sheet flyers

Floor Space near periodicals – Can be utilized for special course or Library programming

Third Floor:

None

How To Reserve Spaces & Guidelines for Use:

Table Tents/ Table Tops

- Must fill out the [Library Display or Event Request Form](#), must be logged in with your Otterbein username and password. See Kirsten Peninger with questions.
- Maximum of 16 quarter sheets can be displayed in the table top plexis per event
- Campus-approved events only
- Advertising must include appropriate University Approved stamps
- Group must provide name and contact information for the representative responsible for taking them down on a specific date agreed upon by Group & Library representatives

Café Area Table

- Reservations should be submitted via the online Room Reservation Calendar (<http://www.otterbein.edu/public/Library/requests-and-reservations/room-reservations.aspx>) and are approved by the Daytime Circulation Supervisor (wstoddard@otterbein.edu)
- Groups must adhere to the following guidelines or else future requests may be refused:
 - Each group receives one 6' table with two grey chairs
 - If a third chair is required, please use one of the small wooden chairs and return it to its original location when done
 - Please clean up after yourselves and push the table and chairs back against the wall when done
 - You may not move the plush furniture or the taller chairs to the table as these may block access to the library Please do not block or move the Library Events Easel or access to the Library doors

Bulletin Board

- Must fill out the [Library Display or Event Request Form](#), must be logged in with your Otterbein username and password.
- First floor bulletin boards is for library use only.
- Second floor bulletin board near government documents is for both library and general campus use. Postings must adhere to the guidelines established by the Office of Student Affairs.
- The basement/lower level bulletin board is for general campus use and postings must adhere to the guidelines established by the Office of Student Affairs.
- Advertising must include appropriate University Approved stamps
- Advertising may not be taped to walls, stair wells, or doors. Anything found outside the bulletin board in the lower level will be removed.

Display Cases (Glass Cases or Tri-Panel)

- Must fill out the [Library Display or Event Request Form](#). You must be logged in with your Otterbein username and password.
- Must submit request for display cases 1-2 months in advance.
- Reservation of display cases is on a first come, first serve basis.

- Groups may reserve the glass case, the tri-panel, or both, as suits their needs. *Please note that the glass cases are somewhat delicate, so please inspect them prior to building your display.*
- Glass case cannot currently support the housing of an iPad, laptop, or other technology. Books, papers, and physical pieces may be considered.
- Displays must be created so that they can be viewed from both front and back if they are open-sided.
- The requesting group must provide a set start and end date along with name and contact information of the person(s) responsible for setting up and removing the displays.
- Displays must run for no more or less than 1-2 months.
- By granting use of the display cases, the Courtright Memorial Library (CML) neither advocates nor endorses the viewpoints of any display or exhibit.
- The CML is not responsible for the intellectual content of the displays.
- The Courtright Memorial Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited or displayed. All items placed in the Library are done so at the owner's risk. Please sign the release form indicating acknowledgment of these terms and indemnifying the CML from any responsibility or loss.
 - In certain circumstances, display or art items may be included in the University insurance coverage. An itemized and detailed inventory, including valuation, must be provided prior to installation. Please contact the Courtright Art Coordinator (preichert@otterbein.edu, 614-823-1164) if this option is one you wish to pursue, and indicate your interest on the request form.
- The Library reserves the right to remove objectionable or inflammatory materials from any displays if complaints are brought to their attention.
- Displays not removed on the designated date on the release form may be removed by the Library. Depending upon scheduling, items may be removed within 1-7 days after the agreed upon end-date of the display and will be disposed of as appropriate by the Library.

Floor Space near Periodicals

- Email request directly to Kirsten Peninger.
- In special cases where a class or a group requires space for art work or other 3-dimensional displays, or large panels installed for the display of artwork or posters, consideration can be made to rearrange the furniture in front of the periodicals.

Becker Gallery

- The Becker Gallery is defined as the entire space located at the bottom of the stairs leading to the Lower Level
- The Becker Gallery is managed and maintained by the Courtright Art Coordinator (Allen Reichert, preichert@otterbein.edu) and any requests regarding the Gallery should be directed to him
- See the [Display & Art Purchase Policy](#) for details

Release Form & Agreement For Select Displays & Art Exhibits

I, _____, as representative for (group or class) _____,
do agree that materials will be displayed in the following areas:

_____ from _____ to _____. If the display or exhibit is
not taken down within a reasonable period of time, not to exceed seven (7) days of the end date
indicated above, the Courtright Memorial Library reserves the right to take down the materials and
store them for a period of between one (1) month and six (6) months, depending upon prior
conversation. As representative of the group above, I agree that the Library is not responsible for any
damage or theft of non-Library owned materials included in this display. I will work with a member of
the Library staff regarding adding any Library-owned materials to the display and follow all appropriate
Library rules and policies regarding the lending of such items.

Signature of Group/Class Representative: _____

Contact information: _____

Date: _____

Signature of Library Representative: _____

Date: _____

Location or nature of display/exhibit: _____