

Release Form and Agreement for Select Displays

I understand that if my display or exhibit is not taken down within a reasonable period of time, not to exceed seven (7) days of the end date indicated below, 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 on prior conversation. As the representative of the display, 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.

Print Name of Group/Class Representative: _____

Contact Information: _____

Date Range of Display: _____

Date to Pick Up Materials By: _____

Signature of Group/Class Representative: _____

Date Signed: _____

Signature of Library Representative: _____

Location of Display: _____

Date Signed: _____