

Library Displays: Types and Guidelines

Last Reviewed: July 1st, 2022

Current Approval Date: July 1st, 2023

The Library has a limited number of display spaces available, as reviewed below. There are rooms and areas of the library that can be reserved via FMX for events – please visit the [Events & Conferences page](#) to see those spaces and their associated restrictions. For inquiries about the Becker Gallery, see the Art Coordinator. For campus bulletin board policies, please reference the Poster/Kiosk Policy in the most current Campus Life Handbook.

Locations & Display Types:

Basement:

- Bulletin Board near entrance to Lower Level Learning Lab – Open to community members for special projects or displays by reservation.

First Floor:

- Glass case (1) by door – Reserved for library information
- 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; occasionally available for special requests. The tall glass cases can be “split” and be used for two different display topics, depending on need.
- Glass case (1) near pillar by the stairs– Open to community members.
- Glass cases (1) by comfy furniture nook– Reserved for the Theatre Department.
- Glass case (1) towards the back of the library, near the booths – Open to community members.
- Bulletin boards 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 – Open to community members with appropriate University approval.
- Bulletin board near ASC offices – Reserved for ASC programming.
- Tables – up to 20 table top plexis which can hold a max of 2 5.15”x3.5” sheets.
- Floor Space near Periodicals – Can be utilized for special course or Library programming.

Third Floor:

None

How To Reserve Displays & Guidelines for Use:

Table Tents/ Table Tops

- Must fill out the [Library Display Request Form](#), must be logged in with your Otterbein username and password. See Kirsten Peninger with questions.
- Maximum of 20 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.

Display Cases (Glass Cases or Tri-Panel)

- Must fill out the [Library Display 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 cases, the tri-panel, or multiple, as suits their needs. *Please note that the glass cases are somewhat delicate, so please inspect them prior to building your display.*
- Glass cases 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 CML 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](#) if this option is one you wish to pursue, and indicate your interest on the request form.
- If there are reported concerns about a display, the library reserves the right to remove materials from a display or take it down entirely. Informing this decision will be consideration of the library and university's mission, vision, values, guiding principles, and strategic goals.

Displays not removed on the designated date on the release form may be removed by the Library. Items may be removed within 1-7 days after the agreed upon end-date of the display and will be stored for 1 to 6 months, depending on prior discussions. After that period ends, materials will be disposed of as appropriate by the Library.

Document Revisions

- Revised by the Program Coordinator every five years or as needed
- Created Date: Unknown
- Previous Revisions: 2017; Prior to that, unknown

