

# Shaler North Hills Library

1822 Mt. Royal Boulevard • Glenshaw, PA 15116 • 412-486-0211

[www.shalerlibrary.org](http://www.shalerlibrary.org)

## DISPLAY CASE POLICY

The Library provides and encourages the public use of display cases by individuals and organizations in the community. The Library encourages exhibits that promote the use of the Library and tie in with topical community events, organizations or local interests.

In accordance with Article 6 of the Library Bill of Rights, the display cases, located on the second floor of the library, are made available to community organizations and members "on an equitable basis, regardless of the beliefs affiliations of individuals or groups requesting their use." The Library bears no responsibility for ensuring that all points of view are represented in any single display.

Library use takes priority over use by outside community organizations and individuals. Usage is subject to the Library's schedule including any unexpected changes or closures.

### I. PERMISSION

Permission to use the display cases does not constitute an endorsement of the exhibit by the Library. (The Library has the right to request a disclaimer be posted.) The purpose of the display in the case is to inform and educate community residents.

Permission to use the display case will be granted within the following guidelines:

- Exhibits will meet the general objectives of the library:
  - a. to serve as a center of reliable information, seeking to identify and meet community information needs
  - b. to support the educational, cultural, civic and recreational needs of the community
  - c. to provide library service in conformity with the Library Bill of Rights
- Use of the display cases is subject to approval by the Library Board and/or designated staff who may deny space to displays that do not meet the general objectives of the Library.

### II. AVAILABILITY/USAGE

- Display cases will be available to the public on a first come, first serve basis. An individual or organization may only have one month booked out of a twelve-month period.
- Case Dimensions: 49" high, 54" long, 14" deep; two adjustable glass shelves (If you need the shelves adjusted you should request *in advance* for library staff to adjust prior to your load in.)
  - a. Bottom of Case to Middle Shelf: 15"
  - b. Middle Shelf to Top Shelf: 15"
  - c. Top Shelf to Top of Case: 16-1/2"
- We ask for no glitter or other small sprinkles in the case that can be impossible to clean out. Please use only painter's or removable tape if you wish to post to the walls (regular tape does not hold well so we recommend sign holders when possible). We recommend a contact card be placed in the exhibit.
- A Display Space Request Form must be completed, signed and submitted to the Reference Staff to hold the case. Forms are available at the Reference Desk or on our website.

**Continued...**

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- The Display cases are available on a monthly basis. Arrangements are to be made with the Library for set-up and removal within three (3) days at the beginning/end of each month.
- It is the responsibility of the group/individual to set up and remove the material from the display case. Set up and removal is to occur during the Library's open hours.
- The display cases have locks and care will be taken to protect the exhibits, however the Library will not be responsible for theft or damage. (The Library has general liability insurance.)
- Displays not removed by the contracted date may be removed by Library staff if necessary. Failure to remove or collect materials may result in revoking of privilege to use the display space.

### III. SALES

- Exhibitors are permitted to sell items. *There is a \$15.00 donation fee to schedule a case involving sales.* Artists are responsible for any related sales tax.
  - Exhibitors must provide an inventory list with prices at the time of setting up.
  - If prices vary, we request items have individual price tags and labels matching the inventory.
- For sales by cash/check, the Library will hold the money in a secure location until the end of the exhibit. For sales by credit card, the Library will process for the vendor. The Library will send the total collected to the artist by check, one-two weeks after the exhibit closes. Donations to the Library from sales are gratefully accepted.

### IV. CANCELLATION

- Notice of cancellation should be submitted by phone, in writing or by email to Library reference staff as soon as possible, and at least two weeks prior to the display date.

### CONTACT INFORMATION:

Shaler Adult Services  
412-486-0211  
[shalerref@shalerlibrary.org](mailto:shalerref@shalerlibrary.org)

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Reviewed August 2025

