

Display Case Policy

The Mount Prospect Public Library affirms Article 6 of the American Library Association's Library Bill of Rights:

Article 6: "Exhibit space should be made available 'on an equitable basis regardless of the beliefs or affiliations of individuals or groups'."

The purpose of providing display cases is to allow not-for-profit organizations to display items or information of artistic, educational, informational or cultural value to the community at large as well as artists to display creative work and collectors to display items from their collections. All items must be of community wide interest and compatible with library usage.

Priority of use for display cases is Library, Friends of the Mount Prospect Public Library and Mount Prospect Public Library Foundation, Mount Prospect artists and collectors and not-for-profit groups based in Mount Prospect, and/or groups which have a significant number of Mount Prospect participants.

Guidelines:

Cases currently available: Meeting Room, Front Lobby, Elevator A, Teen Zone and Local History.

Display cases may be reserved for one month.

A lottery will be held on an annual basis for choice of available months for display case. Only one month of a calendar year may be reserved by an organization or individual.

Local History case displays must relate to the history of Mount Prospect and/or northwestern suburban history. Use co-coordinated by the Local History Librarian. Not open for lottery.

Teen Zone (Young Adult) case displays are for young adult/teen related information only including announcements, schools, social services, park districts and other local government agencies. Except for job/career related information, material from for-profit ventures will not be accepted. Use co-coordinated by the Young Adult Librarian. Not open for lottery.

Exhibitor is responsible for set-up and takedown as per scheduled dates and times. Exhibitor will fill the display case no later than the third day of the month, and will empty the display case no earlier than the 28th day of the month and no later than the last day of the month.

May 1, 2008
September 15, 2005
August 2005
October 2004

The Library requires 30 days notice of cancellation of a display booking. Failure to provide adequate notice may result in loss of display case privilege.

Exhibitor must provide a list of items in the case and an estimated value at the time of set-up. Changes in content of display must receive approval by Library 30 days prior to set up.