

Library Display Spaces --Application Form
Allegany County Library System

Theme of Display _____ Branch _____

Requested Dates for Display: Month _____ Year _____

Requested dates may not be available. Exhibit will be scheduled by the library. Displays should be installed within 2 (two) days of the start of the month assigned. Removal of display should take place up to 2 (two) days before the end of that month. *

Owner _____ Organization _____

Address _____

Telephone _____ Email _____

Website _____

Description of Items for Display (Any items added after initial installation must also be listed here).

Display Case/Location in library _____

Would you be willing to display at another branch library? Yes ___ No ___

May we share your contact information with persons who inquire about the display?
Yes ___ No ___

Does the display require any signage or promotional material? Yes ___ No ___

Please list any signage or promotional material that you would like the ACLS to assist with _____

(NOTE) Any promotional material, advertisements or signage that is not being created by the ACLS will need to be submitted for approval by The Director of Marketing and Outreach.

I have read, understood and agreed to abide by Allegany County Library System Library Display Spaces Policy and the guidelines set forth on the Library Display Spaces Application. I am aware that the library is not responsible in any way for these items while on display or awaiting removal. If I am unable to remove the displayed material by the date specified above (*) the library has permission to remove said material and store it for a reasonable time until I can collect it.

Signature (parent or guardian, if under 18)

Date

For library staff: Installation Date _____ Removal Date _____

Signature of Service Leader _____ Date _____

(By signing this, you are indicating approval of the display installation and promotional material)

5/13/2022