

14B. Display Application

THE BLUE ISLAND PUBLIC LIBRARY accepts items for display under the following conditions:

1. Materials must receive advance approval from the Library Director in keeping with the overall selection policy of the Library.
2. The owner of the exhibited items agrees to abide by the coverage and exclusions contained in the Library's insurance policy (copy available on request) pertaining to such items and to hold the Library harmless from liability in the event of damage or loss arising out of excluded causes or in excess of the stated maximum amount of coverage.
3. Unless otherwise provided, the owner agrees to allow the Library Staff to set up, take down and store display items. The Library assumes no liability for damage or loss sustained during set-up, take down or storage except as noted in paragraph 2 above.
4. With permission from the Library Director, the owner may set up and take down display items, however, the Library reserves the right to do so as determined by the Library Director.
5. The Library assumes no liability for items stored longer than one (1) week after the agreed-on date of the exhibit end, unless previously agreed to in writing by the Library Director. In no event shall this extension exceed three (3) weeks following the exhibit and after which, items left at the Library will become liable to discard, subject to notifying the owner by registered mail.
6. The owner agrees to provide the Library with an inventory and valuation of items placed on exhibit prior to set-up. Failure to do so shall exempt the Library from any and all claims for damage or loss to the items during the term of this agreement.
7. The Library encourages the owner to obtain supplemental insurance should the value of items on display exceed the coverage the Library carries or for exclusions noted in the Library insurance policy.

Exhibit Description:

Exhibit Dates: Begin _____ **End** _____

Set Up by Owner Date _____ **Take Down by Owner Date** _____

Delivery Date _____ **Pick-Up Date** _____

I have read and agree to the terms and conditions stated above:

Signature of Owner or Authorized Agent **Date**

Address _____

Telephone _____

APPROVED _____