

# BARTON LIBRARY

## Display Case FAQs and Guidelines

1. Barton Library has two display cases for any Barton Library Community College department or student group to use upon request. They are located at:
  - The west side of the south entrance.
  - Inside L111.
2. **No other library display cases are to be reserved at this time.**

### Reservation Process

1. To reserve a display case, requesters must contact the Library Assistant, Outreach Services, or the Director should the Outreach Services position be unavailable.
2. Reservations can be made on a two week or monthly basis.
  - Two-week reservations can be any two week block of the year, provided it does not conflict with any previous reservations.
    - Examples:
      - June 1-15
      - June 30<sup>th</sup> - July 14<sup>th</sup>
  - Monthly basis will be any four week period of the year, or one chosen month of the year.
    - Examples:
      - June
      - June 22<sup>nd</sup> - July 14<sup>th</sup>
3. **All dates and cases are on a first come, first serve basis.**
  - Calendar of reservations will be maintained by Outreach Services.
4. Should more than one person request the same period of time i.e. June 1-15
  - Check the calendar to see if both cases are reserved. If not, inform the requester that the second case is available.
  - If both cases are reserved, inform the requester that the cases are not available for that time frame. Ask if they would prefer a different time frame (before or after date of initial request).
5. If the requester still desires a case for their initial time period request, have them contact Outreach Services. They will be placed on a 'rain check list' in event of cancellation. **It is recommended that the requester ask for an alternate date for their reservation to guarantee a display in the library versus placing them on a 'rain check' list.**
6. Reservations will be confirmed by email, and an email reminder will be sent at least 48 hours prior to start of reservation.

### Cancellations

1. **Cancellations of reservations should be given to Outreach Services no later than 48 hours prior to reservation start date.** To cancel, requester must contact either Outreach Services or the Director of Learning Resources.

## Display Case Set Up and Tear Down

1. Requesters should inform library staff of their arrival prior to any set up or tear down of displays.
2. Barton Library does have some supplemental display materials that can be loaned/borrowed on request. These items include book stands, boxes, and fabric.
  - a. **Requesters are responsible for providing the major content of the displays (Books, signage, etc.)**
3. Cabinets do not have locking capabilities.
  - o If requesters have concerns about the safety of their displays, they may have further discussions with Outreach Services and the Director of Learning Resources.
4. Display Cases are to be set up on the first day of reservation. Case Displays must be removed on last day of reservation.
  - o **If set up is not conducted on the first day of reservation, by time of library closure, reservation is considered cancelled.**
    - Requesters will be informed of this on the day of reservation and with email confirmation.
    - If there is any expected delay, Requester is responsible for communicating with Outreach Services/ Director of Learning Resources
  - o **If Display is not removed on final day of reservation, display items will be placed in the workroom. Requester is responsible for retrieval.**
5. **All further questions should be directed towards Outreach Services and/or Director of Learning Resources.**