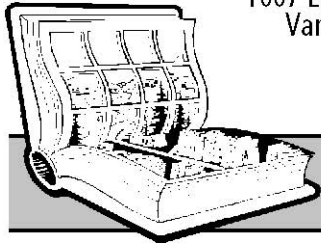


# Vancouver Community

1007 East Mill Plain Blvd.  
Vancouver, WA 98663  
(360) 695-1566

www.fvrl.org



## Scheduling the Public Display Case

### Purpose:

Fort Vancouver Regional Library District maintains display and exhibit spaces in as many libraries as possible. The Library's Board of Trustees established a policy concerning public use of these spaces. When such a space is not being used by the Library or Library-related organizations, the space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use. These spaces are intended to further the Library's mission by facilitation the exchange of diverse information and ideas.

Vancouver Community Library is committed to the idea of using the display case in the library's upper lobby as a public access point for displays created by individuals and organizations. These displays are intended to provide a forum for the exchange of the diversity of ideas and information that exist within our community. Over the years, a wide variety of topics and issues have been covered. Some displays have given information on crafts or hobbies such as spinning, rifle practice, or stamp collecting. Others have given information on community organizations such as the Volunteer Bureau, the Neighborhood Mediation Center or various local churches. Still others have been on topics of interest to members of the community such as home schooling, assistance to the mentally ill, or abortion.

### Availability:

The display case is extremely popular. The number of requests we receive from groups and individuals who wish to set up displays far exceeds the number of spots available on the schedule. During each calendar year, we schedule ten displays and designate five displays as alternates. The alternates are only contacted is a group should fail to show up for their reserved month. The library uses the display case during the months of April and October.

### Procedure:

If you are interested in setting up a display, fill out the attached two-page Schedule Request form. Forms can be turned in either at the district business office or at the Vancouver library information desk. **The last date to file a lottery submission for the 2010 schedule will be Thursday, October 1, 2009.** [This is an extension of the original deadline of Sept. 24, 2009.]

The library will combine all forms received and conduct a random drawing of 15 display requests. The first 10 requests will fill the 10 spots available on the schedule. The five following requests will be designated as alternates..

The library wishes to preserve the diversity of the displays that are put up. If a group has set up a display the previous calendar year, their request for a display will not be accepted. They will be asked to resubmit their request the following year. Also, if we draw multiple requests for displays on the same topic during any given year, the second group will be asked to resubmit their request the following year. Displays describing different opinions of a controversial topic are considered separate topics.

Success candidates will be notified by telephone in October. The library also will mail a confirmation letter.

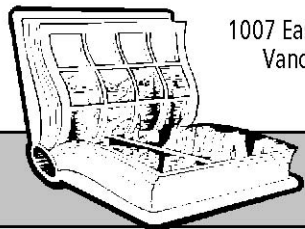
### Additional Questions:

For additional information, please call the Display Coordinator at 695-1566.



A library of Fort Vancouver Regional Library District. Other library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver Mall, Washougal, White Salmon Valley, and Woodland.

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## Upper Lobby Display Case Schedule Request (Lottery Submission)

**Subject of display:** \_\_\_\_\_

**Sponsoring organization** (if applicable): \_\_\_\_\_

### Individual responsible for display:

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (eve.) \_\_\_\_\_

**Please rank preference for month of display;** Use 1 for your first choice, through 10 for your last choice. Displays must be set up before the 7th day of the month, and must be taken down by the last day of the month. If there is any month you cannot set up a display, draw a line through that month.

January 2010 \_\_\_\_\_

May 2010 \_\_\_\_\_

September 2010 \_\_\_\_\_

February 2010 \_\_\_\_\_

June 2010 \_\_\_\_\_

October 2010 (Library)

March 2010 \_\_\_\_\_

July 2010 \_\_\_\_\_

November 2010 \_\_\_\_\_

April 2010 (Library)

August 2010 \_\_\_\_\_

December 2010 \_\_\_\_\_

I have no preference: \_\_\_\_\_

Displays often cause a great deal of public interest and comment. Library patrons frequently want to speak with someone knowledgeable about the display. The library prepares a signboard with your organization's contact person and phone number.

Public contact information:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

over →

## **Terms of Use Waiver**

Thank you for your interest in using the Library's Display Case. The Library does have some expectations and restrictions for using the Display Case based on Library Board Policy and other considerations. These terms for public use of the upper lobby display case are:

I understand the Display Case is available to organizations or individuals who wish to set up displays on informational topics.

I agree to clearly post the library sign that gives the contact information for me or for my organization.

I will not publicize the display in any manner which suggests Library sponsorship or affiliation.

I will not ask for financial contributions for any cause in the display case.

I will not advertise any items or services for sale in the display case.

I will not post any current campaign information in the display case. This includes information about any candidate or initiative that will be voted on in an upcoming election. This also includes information about any bill that will be voted on by federal, state, or local elected officials.

I will provide all materials necessary for the display. I understand that the library does not provide assistance for my display.

I understand that the Library does not assume responsibility or liability for materials exhibited in the Display Case.

I understand that I am responsible for any damage to library property resulting from my use of the library's display case.

I agree to set up the display after the library opens on the first day of the month, and before the library closes on the 6th day of the month.

I agree to take the display down before the library closes on the last day of the month.

If I find I will not be able to meet my commitment to set up this display in the lobby display case for any reason, I will notify the display case coordinator immediately. The display case coordinator will arrange for an alternate display. I understand I cannot give my time slot to another individual or organization.

I understand that violation of these terms, or a marked lack of cooperation with library staff may result in denial of future use of the Display Case.

I have read, understood, and agree with all terms listed.

(Signed) : \_\_\_\_\_

