

**APPENDIX F: DISCLAIMER FOR DISPLAYS OF ART AND COLLECTIBLES**

Type and theme of display: \_\_\_\_\_

Preferred month for display: \_\_\_\_\_

Space required: Walls \_\_\_\_\_ Large case \_\_\_\_\_ Small Case \_\_\_\_\_

I, \_\_\_\_\_ agree to display artwork or collectibles at the Brockville Public Library.

I have read the Library’s Display Space Policy (Facility 12 – 5 on the reverse of this form) and will honour the Library’s policy.

- Chains and hooks are provided on the designated wall display areas.
- There are two locked display cases suitable for the display of collectibles and artifacts: a small case, 48” long x 24” wide x 11” high; and a large case, 46”long x 75” high x 15 ½” deep, with 4 shelves.
- The duration of the exhibit is for one month - from the first day of the month to the last day of the month.
- For group showings, one person must be designated as the contact person and provide a phone number.
- Artists will be offered security strips for their artwork.

I assume full responsibility for the displayed articles and release the Brockville Public Library from any liability.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
e-mail \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Date display received: \_\_\_\_\_ Date display picked-up: \_\_\_\_\_

Please contact the Library if you have questions or need further assistance 613-342-3936 or [info@brockvillelibrary.ca](mailto:info@brockvillelibrary.ca). Thank you!