



**City of Tigard**  
TIGARD PUBLIC LIBRARY

# Exhibit/Display Application

13500 SW Hall Blvd. | Tigard, OR 97223 | 503-684-6537

Today's Date: \_\_\_\_\_ Month and Year Applying for: \_\_\_\_\_

▪ Please fill in all blanks and return to the Main Reference Desk, 2<sup>nd</sup> Floor

Describe what will be displayed. Include # of items, medium, theme or content: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date to be Installed: \_\_\_\_\_ Removal Date: \_\_\_\_\_

*Exhibits are displayed for one month. Library exhibits may be displayed for longer periods.*

### Location of Display:

- |   |   |
|---|---|
| <input type="checkbox"/> Display Cases - Lobby (lighted)        | <input type="checkbox"/> Walls - Puett Room Bulletin Boards |
| <input type="checkbox"/> Display Case - Children's Room         | <input type="checkbox"/> Children's Room Shelves            |
| <input type="checkbox"/> Display Cases - Local History Room     | <input type="checkbox"/> Young Adult Room Bulletin Board    |
| <input type="checkbox"/> Display Case - Houghton Room (lighted) | <input type="checkbox"/> Young Adult Room Shelves           |

For free standing displays (in-house and outside) contact Library administration.

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

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

E-Mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Who will be responsible for set up and take down of display? \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Have you filled out the Exhibit Display Agreement?  Yes  No

*Price tags or posting of price lists is not permitted*

**FOR STAFF USE ONLY** Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

*After completing this form, notify the following individuals and locations:*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Cityscape Editors            | <input type="checkbox"/> Local Newspapers                  | <input type="checkbox"/> Web page (City and WCCLS) |
| <input type="checkbox"/> E-mail notification to staff | <input type="checkbox"/> Readers Services Division Manager |  |