

**Morrison-Talbott Library**  
**Library Display / Exhibit Proposal Form**  
(includes Gallery Hall, table-top, and Display Cabinet)

If you are interested in designing or placing a display or exhibit at the Library, please read through the following information and complete the proposal form. Proposals must be submitted a minimum of one (1) month prior to the estimated date of the display/exhibit.

Library space for displays/exhibits is limited, but is open to organizations engaged in educational, cultural, intellectual or charitable activities.

**Reasons to display/exhibit with your library include:**

- Supporting literacy of all kinds for everyone.
- Increasing collaboration between organizations and within the community.
- Facilitating opportunities for educational or cultural growth.
- Offering opportunities for human connections.

**Program requirements include:**

- Alignment with the library's mission, vision and goals.
- Displayers demonstration of expertise in content area.
- Connection to other community programs or initiatives.
- In support of community needs and interests.
- Historical, educational, informational and/or cultural significance.
- Relevancy to the library's collection, resources, exhibits or other programs.
- Achievement of its desired outcome and collective impact.
- Availability of funding and potential impact to library budget.
- Availability of space for display.

**In addition, the Library requires the following:**

- Copyrighted works (music, video, artwork) shall not be used without proper permission from the creative owner (performance license, copyright permission).
- Displayers grant the Library permission to use images, video or audio from the display taken by Library staff for library promotional purposes. Photos or videos may be reposted to social media platforms of the library's choosing in perpetuity or for a predetermined, agreed-upon timeframe.
- Displays and exhibits must be delivered as outlined in the display proposal. Any alterations to the display must be pre-approved by the Library Director. Failure to do so will result in limitation and/or prohibition of future display opportunities, at the discretion of the Library Director and Library Board of Trustees.

Your display/exhibit proposal should reflect these reasons and understand these considerations. Morrison-Talbott Library does not solicit display/exhibit proposals but welcomes suggestions. Decisions regarding third-party display/exhibit proposals will be made using the Morrison-Talbott Library "Library Display Policy."

By submitting the following proposal, you acknowledge that you have read and agree to the above display/exhibit guidelines.

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

Email: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Website: \_\_\_\_\_

Social media: \_\_\_\_\_

Title of proposed display: \_\_\_\_\_

Gallery Hall? ( ) yes ( ) no    Table-top? ( ) yes ( ) no    Display cabinet? ( ) yes ( ) no

Description of display/exhibit (2-3 sentences, including dimensions and materials):

Targeted age group (families, toddlers, pre-K, Grades K-5, Grades 6-8, Teens, Adults, Older Adults, All, etc.):

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Proposed duration of display or exhibit:

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Costs of display (detailed):

Anything else you would like to share or feel we need to know about your proposed display:

Please list your qualifications if you are the creator of this proposed display (including educational and professional experience relevant to the content of the display). Feel free to include a professional resume.