



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, 2nd 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: _____

Email Address: _____ Home Phone: _____ Work Phone: _____

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

Email Address: _____ Home Phone: _____ Work Phone: _____

Have you read the Exhibit and Display policy? 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 | |