

**Mansfield Public Library
Display Case Request Form**

Name of Requestor:

Organization:

Telephone:

Address:

Email:

Details about collection to be displayed:

Your signature indicates that you have read and are in agreement with the terms and provisions of the Mansfield Public Library Display Case Policy.

Name (please print):

Signature:

Date:

Displays are assigned on a first come first served basis. When your request form is approved, we will notify you of an approximate date of your reservation; this is subject to change depending upon prior reservations. If there is any month(s) that your collection is not available for display, please indicate it here:

Once you are notified of the date of your display, please remember that you agree to set up your exhibit between the 1st and 3rd of the month assigned. You will also be responsible for picking up your exhibit by the last day of the month. Please remember, the library will remove any display that is not retrieved by its owner from the case in time for the next exhibit. If you have questions, please contact Catherine Coyne, Library Director, Mansfield Public Library, 508-261-7380, ccoayne@sailsinc.org

Date of Installation:

Date of Removal:

Name of Person Installing Display:

Name of Person Removing Display:
