Melvin J. Zahnow Library Display Agreement

1. The Melvin J. Zahnow Library reserves the right to remove any display for any reason.
2. Library staff members may relocate display pieces to more suitable areas, without notifying the display owner, if the original site was deemed to endanger patrons or disrupt their flow of traffic.
3. The Melvin J. Zahnow Library cannot be held responsible for the damage of any item on display.
4. If damage occurs, library staff members will remove the piece from display, unrepaired, and contact the display owner.
5. Displays shall not be displayed for more than 2 months.
6. The Melvin J. Zahnow Library will ensure the proper disposal of display items not reclaimed after one year.

__________ Display Start Date ____________ Display End Date ____________

(____) Pick up Display Items by Owner: (____) Pick Up by Department: (____) Dispose:

Locations for display: Please select One:

☐ Front entrance 1st floor
☐ Glass cabinets on 2nd floor entrance
☐ Wall and standalone cabinets in the Roberta Allen Reading Room
☐ Other: ____________________________

Description of display and items contents:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Email Address of Display Owner

Signature of Display Owner

Signature of Melvin J. Zahnow Library
Director's Authorization

Telephone Number

Date

Date

989 964-4240 • svsu_library@svsu.edu