Bellingham Public Library
Display Case Request Form

Name of Requestor: _______________________________________________________________

Telephone (Day)__________________________(Evening)_______________________

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
Bellingham 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 5th of the month assigned. You will also be responsible for picking up your exhibit between the 25th
and the last day of the month. 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 Bernadette Rivard, Library Director, Bellingham Public Library, 508-966-
1660, brivard@bellinghamma.org

Date of Installation:      Date of Removal:

Name of Person Installing Display:    Name of Person Removing Display: