

# Display Policy

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## PURPOSE

The purpose of this policy is to establish guidelines for placing material in the Carousel display area at the East Entrance of Malpass Library.

## DEFINITION

The University Libraries Administration Office schedules use of the Carousel display area at the East Entrance of Malpass Library. This display area is available for use by WIU student groups, departments and organizations.

## SCOPE

This policy is designed to encourage and set parameters for use of the Carousel display area.

## POLICY

- All requests to use the Carousel display area must be approved by the Libraries Administration Office.
- WIU faculty, staff, students, departments, groups, and organizations may request to use the Carousel to display information related to class projects, research, campus activities or historical events. Preference will be given to displays that include or publicize library resources.
- Reservations will be accepted on a first-come, first-serve basis. The Carousel display area can be requested up to three months in advance and can be reserved for a two-week period which can be automatically renewed at the Library Administration Office's discretion. Displays should be put up the morning of the first day and must be removed by noon on the final day. If the display is not up by the second day, the Administration Office reserves the right to give the space to another user. If items are not removed in a timely manner, the Libraries have the right to remove and dispose of them.
- Library functions and displays will take precedence. The Libraries reserve the right to deny any activity or display deemed inappropriate.

## REVIEW

This document will be reviewed by Library Administration on an annual basis.



Tuesday, April 5, 2011

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Approved/Signature

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Date

Created: 3/11