

Polk City Community Library
Library Display Policy

The Library display case can be used to display private collections and the following procedures must be followed. The procedures are intended to minimize the chances of conflicts arising regarding the security of items on display.

Fill out the information sheet with the owners name, address, phone, description of collection, estimated value, etc.

If value of collection is over \$2,500 a certificate of insurance naming the library as the insured location is required unless waved by the library board. The certificate should also name the City as an additional insured.

Get a detailed list of the items in the collection and verify the list when the case is filled and locked. Have the owner sign the list. Store the key in a designated location.

Take a photo of the display case.

Upon the discretion of the Library Director, the library display policy may be overridden.

Accepted by the Polk City Community Library Board on _____