

Tyler Public Library Exhibits & Displays

Purpose

The primary purpose of Library exhibits is to promote library services and materials and to inform patrons about subject areas related to these services. Examples include hobbies and leisure activities, health issues, and cultural awareness. No exhibit shall be of a purely commercial nature. Groups, rather than individuals must sponsor displays of works of art.

Scheduling

Exhibits shall be planned at least three months in advance of exhibit date, to provide ample time for planning and publicity. Library staff has priority use of all exhibit areas. Non-Library groups may request exhibit space following the above stated purpose. The City Librarian shall have final authority over all exhibits and displays scheduled. The Library reserves the right to locate and position exhibits and to change the arrangement in any way necessary.

Contact

The Reference Librarian is responsible for these exhibit cases. Contact the Information Desk to reach the Reference Librarian.

Security

The library cannot furnish insurance on loaned exhibits. Exhibitor must sign a release of responsibility. Exhibit cases, however, will be locked and a motion-detection security system functions all times that the library is closed.

Promotion

Promotion and publicity, as well as printed exhibit brochures are the responsibilities of the exhibitor. The Library may promote the exhibit in the Friends of the Library newsletter and may assist with signage and/or media coverage. The exhibitor's representative should coordinate promotional efforts with Reference department staff.

Hedge Memorial and Museum Display Cases

Location

The Hedge Memorial display case is located on the second floor, south of the elevator. The Museum case is generally located on the first floor and is movable.

Description

The *Hedge Memorial* case is an island of four attached glass cases. Each case measures 70 inches high, 15 inches deep, and 42 inches wide, and has two adjustable glass shelves. The case is suitable for exhibiting books and collections of three-dimensional items.

The *Museum* case is a flat, freestanding tabletop display with a glass top. It measures 57 inches long, 38 inches wide, and varies from 6.5 to 8.5 inches high. It is suitable for books and small three-dimensional items.