

## Glass Display Cases in Lobby

The library has 2 lockable and lit glass display cases in our circulation lobby that can be used by patrons to display their collectibles and hobbies or for community organizations to promote civic, cultural, educational and non-partisan information. They are located near the Magazine Room. There is no charge to reserve these cases.

The dimensions of each case is as follows:

Width: 3'6"

Height: 4'8"

Depth: 9"

Each case has 2-3 adjustable glass shelves. The back of the case has tackboard for signage. Those reserving the cases should bring their own tacks and other materials for their displays. The library encourages patrons or organizations to create informational signage for their displays. It is not the library's responsibility to create or provide signage. Items cannot be sold from the case, however signage may include QR codes or URLs that direct people to web sites from which items can be purchased.

One or both cases can be reserved for one month. To reserve the case(s) patrons should contact Administrative Assistant, Mary Rice, at (248) 618-7683 or at [mrice@waterfordmi.gov](mailto:mrice@waterfordmi.gov).

Once a reservation has been approved, the display can be put in the case(s) as early as the 1<sup>st</sup> day of the approved month and must be removed on or before the last day of the approved month. A Circulation Clerk will unlock the cases at the time of arrival.

