

## Leddy Library Display Case – External Use Guidelines

(one copy to be given to the user, one copy kept for **library**)

### Display Case to be Used:

- Small Lobby Display Case (before turnstiles)
- Large Display Case (next to Williams Café Pub)

### User Information:

University Department:	
Contact Name:	
Email:	
Extension:	
If someone other than the contact person is picking up the key, please note the staff/student name here:	

### Length of Display Period:

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

The minimum display period is 5 days; the maximum display period is 4 weeks.

Please arrange to take down your display on the end date, as our display cases are quite popular and are usually booked up with back to back displays.

### Display Case Keys:

The keys to open either display case can be picked up between the hours of 8:30 a.m. - 4:30 p.m., Monday-Friday, in the Leddy Library Administration Office (4<sup>th</sup> Floor, Library Main Building). Please ask for Lucy or Yvonne when you arrive in the office.

Please **return the key** to Lucy or Yvonne once your display is up- you can not keep the key until your display period is over.

**Please note the following:**

Leddy Library is very happy to provide you with use of the display case(s). However, the Library is **not responsible** for providing you with supplies to put up the display. Here is a suggested list of supplies to bring with you:

- Step stool or small ladder;
- Thumbtacks, staples, scissors;
- Materials (cloths) for Backdrop Draping;
- Construction Paper, etc.

**Any questions?:**

During the display period, if you have any questions, please contact Danielle Winn (dwinn@uwindsor.ca or (519) 253-3000 x3857)

Thank you!