

# APPLICATION

**Interested?** Tell us about yourself and your exhibit idea. Please fill out this form and submit it to the email or street address located on the back side. Optional: include photo images that represent what might be included in your exhibit.

Email your information and images (in .jpg format) to [g.hatch@rrpl.org](mailto:g.hatch@rrpl.org)

## CONTACT

Name: .....

Organization (if relevant): .....

Address: .....

Email: .....

Phone: .....

## EXHIBIT

Description of your exhibit: .....

When are you interested in displaying your exhibit? .....

# DISPLAY OPTIONS



**COMMUNITY CASE**  
**Exhibit Length:** 1 Month  
**Dimensions:** 72" wide, 62" tall, and 19" deep  
**Features:** Moveable Glass Shelves, Upholstered Backing



**SCHLATHER CASE**  
*Reserved for displays related to Northeast Ohio History*  
**Exhibit Length:** 3 Months  
**Dimensions:** 75" wide, 7" tall, and 25" deep  
**Features:** Wooden Base



# FREQUENTLY ASKED QUESTIONS

---

## What is the purpose of the case?

In keeping with its informational, educational, recreational, and cultural role, Rocky River Public Library welcomes exhibits and displays. Exhibits and displays are considered additional sources of information for the community.

## Who can apply and what is the timeline?

In general, exhibits from non-profit cultural, educational, governmental organizations or agencies and individuals are permitted. Requests for exhibit space are considered in the order in which they are received.

The following factors are used:

- *Relevance to community needs*
- *Suitability of physical presentation and subject*
- *Quality of presentation*
- *Space requirements*
- *Timeliness*

Approval for all exhibits rests with the Library Director or a designee. Library exhibits have priority over non-library exhibits.

You are responsible for installing and taking down your exhibit. An installation date and take-down date will be set up based on your ideal dates and the case availability.

## Can I sell my artwork?

**Yes.** Our policy requires that you agree to donate 10% of sales to the FRIENDS of Rocky River Public Library. All sales must be handled through the organization/ agency/individual and take place outside of the library.

## Limitations

The library reserves the right to limit the size and number of exhibit items; the length of time of the exhibit; and the frequency with which groups or individuals use exhibit space in the library. Additionally, the case must be returned to its original condition: no adhesives should be used in installing the exhibit and items left behind in the case will be disposed of.

The following is posted as part of all non-library exhibits: *"Exhibits are offered as a community service of Rocky River Public Library. The sponsoring group or individual is responsible for the contents of this exhibit."* The library assumes no liability for exhibit items in the event of damage, destruction, or theft.

## MAIL TO:

Rocky River Public Library  
1600 Hampton Rd.,  
Rocky River, OH  
Attn: Community Case

## EMAIL TO:

[g.hatch@rrpl.org](mailto:g.hatch@rrpl.org)

## QUESTIONS?

Call (440) 895-3763

