

McKinney Public Library
Public Publication/Display Cases Policy

- The library has locked glass display cases and brochure racks.
- Brochures that advertise free events and services from nonprofit organizations may be placed in the brochure cases on a first come, first served basis, after obtaining permission from the Library Director or from a Librarian.
- The Display Cases are intended for educational and informational exhibits for the general public and are available for one month.
- The Display Cases have locks, but the library is not responsible for items damaged in, nor stolen from, the cases.
- Displays may be scheduled with the coordinator. Groups or individuals may display collections and hobbies of educational interest for the general public. The display coordinator may call upon individuals in the library or community to fill the display cases if display cases are not assigned. Reservations are not taken more than a year in advance. The library has first priority in using the cases.
- Prices may not be listed for items in the display cases, and items displayed are not allowed to be sold or marked with “for sale” labels. The exhibitor may post his or her name, business or organization, address and phone number, but this is not required.
- If an individual or group outside of the library chooses to use the Display Cases, only the display coordinator may lock or unlock the cases.