

## INFORMATION FOR DISPLAY CASES

**1. The Main Floor Display Case** is situated across from Borrower Services Desk, a high traffic, and highly visible area. Typical exhibits will run for 1 month.

When the Main Floor Display Case is not being used by the Bradford West Gwillimbury Public Library preference will be given to individuals or groups who propose an installation that is of a cultural nature or connected to a cultural event. The locked glass display case can accommodate small sculptures and 3-dimensional works.

**Dimensions:** 3.35mX 1.22mX .45m OR 11' long X 4' high X 1 1/2' deep

There are 12 – 36cm X 79cm OR 14" X 31" glass shelves, suspended by cables, which create 4 display levels divided into 4 separate sections. The height of the glass shelves can be adjusted, though they generally range in height from 25cm OR 10" to 36cm OR 14".

**2. The Local History Display Case** is situated on the 2<sup>nd</sup> floor. Typical exhibits will run for 2-4 months.

When the Local History display case is not being used to display the Bradford West Gwillimbury Public Library local history collection or used by the Bradford West Gwillimbury Local History Association, a proposal for an installation may be considered. Preference will be given to exhibits of an historical nature.

**Dimensions:** 5.64m X 1.68m X 36cm OR 18 1/2' long X 5 ½' high X 14" deep

There are 24 – 36cm X 86cm OR 14" X 34" glass shelves, suspended by cables, which create 4 display levels divided into 6 separate sections. The height of the glass shelves can be adjusted.

### **Guidelines for the Use of Display Cases:**

- 1. The displayer is responsible for mantling and dismantling the display on the agreed upon dates.**
- 2. The library reserves the right to cancel the booking and to dismantle the display if necessary.**
- 3. The library will assist with displays as much as possible.**
- 4. Safety cannot be guaranteed. Each exhibitor must sign a waiver to exclude the library from liability.**

**For more information: Kim Perry, Manager, Circulation & Technical Services  
905-775-3328 X 6106 or e-mail [kperry@bradford.library.on.ca](mailto:kperry@bradford.library.on.ca)**