

Display Policy

The Lee and Jim Vann Library has four display cases (two on each floor) for use by members of the University of Saint Francis campus community. These display cases are intended to provide space for exhibits that will contribute to the enrichment and education of library patrons.

1. Any member of the USF community may request to use space in the cases.
2. Displays should be related to academic departments, Franciscan values, student groups or in some other way be relevant to the university, its values, or mission.
3. The person/department requesting use of the space is responsible for setting up and taking down the display as well as providing appropriate signage showing the title and sponsor of the display.
4. Cases are made available on a first come first served basis.
5. Cases may be reserved for one month. A renewal of one month is allowed if there is not another display scheduled.
6. No sales information may be posted.
7. The cases are equipped with locks but the sponsor of the exhibit is responsible for the items in the display. USF and the Vann Library are not responsible for items which may be damaged or stolen.
8. The display cases must be left in the same condition they were found.
9. Acceptance of displays is left to the discretion of the Lee & Jim Vann Library.

Your Public Services and Reference Librarian is Cindy Kump ckump@sf.edu.