

Carousel Display (Malpass east entrance)

- All requests to use the Carousel display area must be approved by the Library Administration Office.
- WIU faculty, staff, students, departments, groups, and organizations may request to use the Carousel to display information related to class projects, research, campus activities, or historical events. Preference will be given to displays that include or publicize library resources.
- Reservations will be accepted on a first-come, first-served basis. The Carousel display area may be reserved for a two-week period up to three months in advance. This period may be renewed at the Library Administration Office's discretion.
- Displays should be put up the morning of the first day and must be removed by noon on the final day. If the display is not up by the second day, the Administration Office reserves the right to give the space to another user. If items are not removed in a timely manner, University Libraries has the right to remove and dispose of them.
- Library functions and displays will take precedence. University Libraries reserves the right to deny any display deemed inappropriate.

Revised: 2015

Approved by Dean of University Libraries