

# Angelo State University Library

## Policy and Procedure Memorandum

### LP #6: Oversight of Display Cases in Library's North Entrance (Main)

LAST DATE OF REVIEW

30 January 2018

SCHEDULE FOR REVIEW

This LP will be reviewed in May of odd-numbered years by the Director's Office.

## DIRECTOR'S NOTE

**13 September 2020**

- During the COVID-19 pandemic, PPMs and LPs may be **temporarily amended** to balance public health considerations with the library's service and operation responsibilities. Any amendment of this nature in no way supersedes the traditional collaboration between the library and the University Library Committee for regular scrutiny of governing documents.
- Any concerns or questions regarding this LP's content – traditional or temporary – should be sent to Chris Matz [chris.matz@angelo.edu](mailto:chris.matz@angelo.edu)

Establishes a system for reserving vertical display cases at the North Entrance.

- I. The primary purpose of the two display cases located in the north entrance is for displays created by Library staff to promote services, resources, Library and campus special events, holiday themes, and other similar content. After consulting with appropriate Library staff, the Director may authorize other uses for these display cases.
- II. The Library Business Manager is responsible for overseeing usage of the display cases.
- III. As you face the cases, the one on the left will be designated Case A and the one on the right Case B. In Outlook, the Library Business Manager maintains a calendar (“Display Case Availability”). This calendar will indicate time periods for displays and availability of open dates for new displays.