



## **Angelo State University Library**

### **Library Procedure**

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

**DATE:**           30 January 2018

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

**REVIEW:**       This LP will be reviewed in May of odd-numbered years by Director's Office Group.

#### **Procedure:**

- 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.