

## **Carousel Display (Malpass east entrance)**

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- 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