

Student Center Display Case Policy

General Policies

1. SIU Carbondale student groups and SIU Carbondale departments may check out display cases in the Student Center. Certain displays are set-aside for those looking for a continual display (issued annually) and the remaining displays are for temporary advertisements.
2. Across the hall to the north of McDonalds and starting from the west, shadowbox display case 1, 2, and 3 are reserved for those with temporary advertisements. These display cases may be checked out through the Student Center Craft Shop. Display cases 4, 5, 6, 7, and 8 are reserved on an annual basis and are checked out through the Student Center Marketing and Graphics Department.
3. Facing the University Bookstore and starting from the north, display case 1, 2, 3, 4, and 5 are reserved on an annual basis for SIU Departments only. Display case 6 is for short-term displays and is reserved for Student Center tenants with contracts. These displays are checked out through the Student Center's Marketing and Graphics Department.
4. Outdated and inappropriate materials are not permitted and display cases must be maintained and updated on a regular basis. All materials in the case must be written in English or have a translated copy in the display case.
5. Display cases reserved on an annual basis must be kept current, with frequent changes and/or updates. Outdated materials must be removed and replaced promptly. Display cases cannot sit empty and displays need to be inside the case, not taped to the front glass.
6. Departments requesting an annual display case must submit a proposal form stating what type of information will be displayed the following year. Renewals will begin July 1 of each year and department selection will be based on evaluation of submitted proposals and/or compliance to the rules from the previous year. Annual renewals are not automatic and departments must fill out new request forms annually.
7. The Student Center reserves the right to terminate a department's use of an annual display case that is not being properly maintained.
8. The Student Center display cases are equipped with locks, however, the Student Center is not responsible for the loss or damage to exhibitors content.
9. Display case 6 across from the University Bookstore is available to Student Center tenants with contracts and may be checked out for two-week periods, up to three times per semester. Reservations for this space may be made up to one year in advance with the Student Center Marketing and Graphics office. The key to this display case may be signed out from the Student Center Marketing and Graphics office. Keys must be returned immediately after any exhibit is put up or taken down. Keys cannot be checked out overnight. Charges for lost keys will be billed to the reserving department.
10. Cancellation of a reservation must be made a minimum of two weeks in advance by calling 618/453-7103. If a department or student organization reserves a display case and does not call to cancel in a timely manner, privileges for the remainder of the semester will be revoked.
11. Nails, screws, or any material causing permanent marring of the display cases are not to be used. No materials should be placed on the outside of the case. Tape can be used within the display, but must not be visible. Any damages to the display cases done by those using the cases will be charged to the organization or department.
12. Any group using the display case must identify the display as being sponsored by their organization/department, and include a telephone number for further information.
13. If a department or student organization violates one or more of these policies, the Student Center will notify the group to rectify the situation immediately. In the event the responsible parties cannot be reached, the Student Center reserves the right to take down and discard the display. The Student Center reserves the right to deny future usage of the display cases to any group who has previously violated policies.
14. The Annual Display Case Proposal Form, Annual Display Case Contact Form and Short-term Display Request Form are available online: <http://studentcenter.siu.edu/about-us/general-buiding-policies.html>.