

## Displays

Hosted by a local coordinator  
when CommonWord staff are not present

Thank you for inquiring about hosting an off-site CommonWord LOAN display for your congregation, committee, or community!

Here are a few brief instructions:

- Please request loan items several weeks in advance (maximum 20 titles), to be assured of the greatest possible selection available.
  - We will gladly help tailor a display to a specific theme or audience.
  - You may choose loan books and/or loan DVDs for your display. If shipping is required, we will pay the return costs for DVD and other non-print items (an invoice for the shipping costs to you will be included). We pay the full cost – both ways – for all loaned books.
  - Signage for the display table will be included.
  - Copies of *CommonWord Curator*, Lending Policy/Due Date forms, business cards/bookmarks will be included for free distribution.
  - Tablecloths, unless requested, are not included (incurs extra shipping costs).
  - A bibliography tailored to the event's theme can be made for free distribution, if we're given a minimum of two week's notice.
- All display items are checked out under your name until we receive the items back or are notified of others' loan requests on the *Borrower Information* sheet.
- Items may be borrowed from the display table – by having persons sign the *Borrower Information* sheet. Sign-out instructions and ways to save on shipping costs are included on that sheet. You are not responsible for the return of any materials borrowed from the table.
- All remaining items not borrowed from the display, together with the *Borrower Information* sheet, are to be returned promptly to CommonWord in Winnipeg, either in person, or by using the pre-paid return label(s) included if shipped. Upon receiving the items back, we will transfer the loan(s) from your account to the local borrower(s).

Blessings in your event,



Arlyn Friesen Epp  
CommonWord, Resource