

Community Case Guidelines

- **What is the *Community Case*?**
 - The *Community Case* is a special display case in our gift shop that invites you as a current or former resident of Arlington Heights to display a piece of your history connected with the community for one month.
- **Who can loan an artifact?**
 - Any current or former resident of Arlington Heights or someone with artifacts belonging to someone from Arlington Heights.
- **What counts as an “artifact”?**
 - An artifact is an object made by human beings, usually have a cultural or historical value and interest. So...just about anything can be an artifact. We’ve had everything ranging from cameras to war medals to Valentine’s Day cards. Whether it’s a century or a year old, if it speaks to life in the Arlington Heights area, fill out our application!
- **That sounds really broad. Is there anything the museum won’t accept?**
 - We do not promise that we will accept submissions, as we can only display one submission at a time. However, there are items we will categorically not accept. For legal and safety reasons, we cannot accept any weapons. Furthermore, as we are a family-friendly museum where this case will be the first display visitors will see, we will not accept any sexually explicit, offensive, or derogatory material. We retain the right to reject a submission for any reason.
 - When considering what you want to submit, consider the size of our case, which is 19 3/4”x19 3/4”x20” (length by width by height). So make sure what you’ve got will fit comfortably in that space.
- **I have something. How do I send it to the museum?**

- Your first step is to fill out our application.
- Remember to take pictures! We will not accept physical items until after the submission has been approved but we still need to see what you are offering. So take good pictures: front, back, and side.
- Be sure to “condition” your item by listing any existing damage and wear. Think of it like when you get a rental car.
- We will select artifacts one month in advance. So for the June case, we will select the artifact at the end of April. So keep the timing in mind when applying!
- **I filled out the application. Now what?**
 - Once you submit your application, the curators and director will review your application. We will strive to reach a decision within two weeks, at which time we will inform you of our decision.
 - If your artifact is not accepted, we will inform you by email. Depending on how many submissions we have, if the artifact does not violate our guidelines, we *may* offer you the following month. If not, you are welcome to reapply.
- **How does my artifact end up on display?**
 - If your submission has been accepted, there are still a few steps to go through before it ends up on display:
 - First, we need to arrange for delivery of the artifact, which includes time, place, and method of delivery. The best way is for you to deliver it in person, but you are also welcome to mail it.

- Second, we will need you to fill out a one page or less history of the object.
Tell us where it came from, how long you or your family has had it, and what it means to you. Remember, your artifact is telling a story so help us tell it!
- Third, we will need you to fill out our legal loan agreement, giving us temporary custody of your artifact.
- Fourth, deliver it to us! Remember, we will need the object no less than two weeks before it goes on display, which will be the first Wednesday of the month.

- **How will my artifact be kept safe?**

- Until your object is put on display, it will be housed following our best practices in an acid-free box, padded with archival foam and tissue paper, and kept in the curator offices.
- When on display, we have set our case to minimize light exposure. While do not have separate climate controls for our cases, we do monitor the humidity and temperature.

- **Where will my artifact be displayed?**

- In our case in the gift shop at the entrance of the Pop Factory. It's the first artifact that visitors will see!

- **How do I get my artifact back?**

- In the loan agreement, you will specify how you want your object returned to you.
- Each display runs for one month, being installed before the first Wednesday of each month and then removed from display before the first Wednesday of the following month.

- It is your responsibility to arrange a time to pick up your artifact within two weeks of it coming off of display. If you have not retrieved your object within two weeks, we will contact you to arrange a pick up time. If unable to contact you, we will return your object via postal mail.
- If we are unable to return your artifact two weeks after that, we will dispose of it per your instructions in the loan agreement.
- Keep in mind, we do have limited space and your artifacts are *loans* and not to be added to our permanent collection.