

**POLICY 640**  
**SIGNS**

Signs of an educational, recreational, cultural, or civic informational nature may be placed in the Library with the permission of the Director or Director's designee. The authorizing person will date and initial any material for display.

In placing signs, Library materials will always take priority.

No sign or materials expressing political or religious bias will be displayed.

Signs to be displayed will have to conform to neatness, size, and space availability as determined by the Director.

Library sponsored events may be advertised anywhere in the Library including all bulletin boards, display cases, easels, counter tops, and windows.

All other events or information may be displayed only on the public information bulletin boards (maximum sign 18" by 22"). Special permission may be granted by the Director for free-standing units to be placed on the floor or counters as space allows.

Only Legal Notices (e.g., building permits, legal notices, polling place signs, etc.) may be placed on windows.

All signs not picked up within two days after the termination date of the event will be disposed of by the Library.

Hand-outs and brochures will be displayed as space allows. Brochures may be displayed two weeks prior to the event, as space allows. Library materials will take priority in placement. All other community information brochures will be displayed on the public information rack.

Adopted 7/9/90  
Revised 11/13/02