

POLICY 635
SIGNS AND DISPLAYING PROMOTIONAL LITERATURE/MATERIALS

The LLD commits to promoting its programs, services, and resources using various marketing methods such as signs, flyers, brochures, and via digital display. LLD-sponsored displays and materials may be promoted anywhere on LLD property. Authorized LLD staff shall be responsible for the distribution of such promotions.

A. LLD Community Boards

The LLD recognizes the public benefit of displaying community-related promotional materials in and around its facility. LLD community boards feature announcements, events, or activities of public interest. Content shall be educational, cultural, not-for-profit, philanthropic, or civic in nature. Only authorized LLD staff shall approve of and post/display such promotions. LLD staff have full discretion regarding consideration for display and/or for removal.

Outside individuals/groups who reserve meeting room space for programs may not advertise the program via LLD community boards or display such promotions on LLD property. The LLD online calendar advertises all meetings/programs that occur in LLD meeting rooms.

B. Intergovernmental and LLD-Affiliate Signs

The LLD has strong relationships with other governmental agencies within the community, as well as with affiliated organizations such as the Lisle Woman's Club and Friends of the Lisle Public Library District. The LLD permits the display of signs from such organizations on LLD property with limitations. Signs must be:

1. Authorized by the LLD Director or designee
2. Displayed under the guidance of the LLD Director/designee
3. Modest in size and quantity
4. In good condition
5. Collected in a timely manner

Any signs not collected within a reasonable amount of time shall be removed and/or disposed of by the LLD.

C. Special Exhibits

The LLD may partner with an outside agency or group where a free-standing display/exhibit may be permitted on LLD property. Such exhibits shall be authorized and coordinated by the LLD Director and/or designee.

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