

Outside Signage policy

Electronic Sign:

The primary purpose of the library's digital sign is to promote Library programs, Library services, and Town and Community events. The Library staff reserves the right to deny use of the sign, alter the contents and design of information, and pull and post messages as they see fit.

The electronic message sign shall adhere to all Town of Middleton Sign Bylaws.

Messages will be displayed for a maximum of 10 days prior to the program or event date and then will be deleted. Messages must be submitted to the library in writing to the library staff. (See Request for Electronic Sign Message Form attached to this policy.)

Messages via the digital sign is available to non-profits and other organizations that provide programs and services to the Flint Public Library or to the Town of Middleton with approval of the Board of Trustees of the Flint Public Library.

Messages that are displayed may promote special or signature events for other organizations (other than above), which benefit the community as a whole with the approval of the Board of Trustees of the Flint public library.

Messages promoting or advertising regular meetings or ongoing events may be displayed at the discretion of the Library Director or designee for a limited time, space permitting.

The electronic sign may not be used to promote or advertise meetings and events taking place in the library's meeting spaces that are not sponsored by the library.

The sign is not available for the promotion of private businesses or for the sale of goods and services. The sign will not be used for political campaigns.

Non-Electronic Signs and Banners:

Signage posted on the outside library property must be approved by the Board of Trustees of the Flint Public Library. Board has the right to deny any signage requests.

Signs must adhere to all Town of Middleton Sign Bylaws.

Signs pertaining to library programs will be allowed without Board approval.

Signs pertaining to community wide events, not sponsored by the library or the Town of Middleton will be allowed with the approval of the Board of Trustees of the Flint Public Library.

No political signs will be allowed. No signs promoting private businesses or for the sale of goods and services will be allowed.

Signs can be displayed for a maximum of 10 days prior to the program or event date and then shall be removed by the person or group responsible for placing the sign.

Adopted 11/10/97

Amended 3/10/03

Revised 4/13/09

Revised and Amended 11/10/14

Reviewed 12/14/20

Request for Electronic Sign Message

(per Flint Public Library Policy #35)

Name of person submitting request _____

Organization requesting message _____

Contact information:

Phone # _____

Email _____

Message (please put one letter in each box)

Needs Approval

Approved

Rejected

Comments: _____

