



## LED Sign Non-Library Message Policy

The primary purpose of the Smithton Public Library District's LED sign is to promote library events. As a service to the community, a limited number (no more than 2 at a time) of non-library messages may also be displayed at the Library Director's discretion. However, non-library messages must not detract from the library's messages and must follow the guidelines listed below:

- Messages must be of benefit to entire community
- Messages must not be religious in nature (however, messages about church events for the community are permissible, such as Trunk-or-Treat)
- No political messages allowed
- No personal messages allowed (Happy Birthday, Congratulations, etc.) unless the message pertains to library staff, volunteers, or trustees
- Messages advertising non-library fundraisers or fundraising events are prohibited (To be considered a fundraiser, an admission charge, donation, or purchase would be required for any participation. If participation is possible without making a purchase, donation, or payment of admission to a particular organization, then the event is not classified as a fundraiser.)
- No message meant to advertise for a business or other for-profit organization will be allowed.

All messages are subject to approval by the Library Director and limitations of space available on the sign. Messages will be accepted on a first-come, first-serve basis.

Messages should be submitted in writing to the Library Director for consideration. Messages should be short and specific. Messages should include date, time, and location of event.

Examples of acceptable messages:

Tiger Cub Round-up August 20th @ Smithton School  
Turner Picnic this weekend!  
St. John's Picnic this weekend  
4-H Fair June 8 @ Turkey Hill Grange