

THE FRANKLIN PARK PUBLIC LIBRARY DISTRICT

SIGNAGE POLICY

Outside Electronic Sign

The primary purpose of the Franklin Park Public Library District's electronic sign is to promote Library programs and Library services. The Library Board of Trustees and/or the Executive Director or designee reserve 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 sign is available to post messages of other Village of Franklin Park municipalities that provide programs and services to the residents of Franklin Park with approval of the Executive 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 electronic sign is not available for the promotion of private businesses or individuals. With the exception of Village of Franklin Park municipalities, the electronic sign is not available for the promotion of for-profit groups or organizations or non-profit groups or organizations. The sign will not be used for political campaigns.

Outside Non-Electronic Signs and Banners

Signage posted on the outside Library property must be approved by the Executive Director. The Executive Director has the right to deny any signage requests. Signs pertaining to Library programs and services will be allowed without prior approval.

Signs pertaining to community wide events not sponsored by the Library may be allowed with the approval of the Executive Director. After the event date, signs shall be removed by the person or group responsible for placing the sign.

Except for those times when the Library facility is used as a polling place, no political signs will be allowed.

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

Inside Public Bulletin Boards

Non-Library produced literature intended for posting will be confined to the public bulletin boards at the Library's discretion.

Private commercial notices will not be posted.

The Library reserves the right to determine the suitability of an item for posting.

The Library reserves the right to remove items in order to make space for new items.

The Library reserves the right to remove items that are out-of-date.

Appeal Procedure

Denied signage requests can be appealed to the Board of Trustees in writing. Appeals will be considered at a regular meeting of the Board of Trustees. The Board of Trustees reserves the right to deny any signage requests.