

# Brookfield Public Library

## Signs

Adopted: 7/28/1993

Revised: 4/16/2001

Reviewed and Approved: 4/25/2001

1. Signs of an educational, recreational, cultural or civic informational nature may be placed in the library with the permission of the Library Director or his/her designee in accordance with the criteria established in this sign policy. The authorizing individual will date and initial any material for display.
2. In placing signs, library materials will always take priority.
3. No signs or materials of a political or religious nature will be displayed.
4. Signs to be displayed will have to conform to neatness, size and space availability as determined by the Library Director or his/her designee.
5. Library-sponsored events may be advertised anywhere in the library including all bulletin boards, display cases, easels, counter tops, windows and walls.
6. All other events or information may be displayed only on the public information bulletin boards. Special permission may be granted by the Library Director for free-standing units to be placed on the floor or counters as space allows.
7. Only legal notices pertaining to the library or use of the library (e.g., building permits, polling places, etc.) may be placed on windows.
8. All signs not picked up within two days after the termination date of the event will be disposed of by the library.
9. Handouts 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.