

The purpose of signage at in the Grand Ledge Area District Library is to inform the residents of the library service area of activities, service opportunities, and events of interest

1. Content

- a. The content of postings, signs, brochures, or flyers can include any announcement of an event, educational opportunity or presentation, including announcements from social services agencies.
- b. Information from local organizations from the service area will take precedence over material from distant locales, unless there is a demonstrable local tie-in.
- c. The language and illustrative material must conform to local standards.
- d. Allocation of space for postings, brochures, or flyers does not imply the library's endorsement of the views or attitudes contained therein.
- e. Explicitly excluded are: notices of merchandise for sale; rental announcements; campaign literature for public office; and notices of sales or auctions and related events. This would not exclude dinners or similar events held as public fundraising events.
- f. Explicitly excluded are any receptacles for the purpose of collecting money.

2. Placement & Removal

- a. Due to space limitations, GLADL staff determines the space allotted and length of time that can be allotted to each organization. It is the responsibility of the organization to store and restock their publications. GLADL cannot provide storage space for materials from other organizations.
- b. Library staff will place and remove postings promptly.
- c. Minimum size: 4" by 6"
- d. Maximum size: 11" by 17"
- e. Multiple postings will be removed by the library staff
- f. The Library Director will determine removal of material with questionable content.

Approved: May 23, 1984

Amended: September 25, 2013, November 22, 2022

Reviewed: January 22, 2019