

## **Outdoor Sign Policy**

The Worth Public Library District maintains an outdoor sign to publicize library information, news, and programming. When the sign is not needed for library publicity, it is available for use by local organizations and local not-for-profit groups of the community.

1. A written application for use of the outdoor sign (see attached) shall be made by a Worth resident on behalf of a community organization.
2. Applications must be approved by the Administrative Librarian or his/her designee.
3. Applications for use of the sign are accepted on a first-come, first-served basis.
4. Messages of a political or religious nature will not be posted.
5. Staffing constraints and weather conditions may affect the Library's ability to post messages.
6. The Library reserves the right to edit messages.
7. The Library shall always receive precedence for use of the sign.

Approved: November 10, 1998  
Reviewed and approved: July 8, 2008  
Reviewed and approved: May 11, 2010

Kari Fickes  
President, Board of Trustees

## REQUEST FOR OUTDOOR SIGN USE

Date of Request \_\_\_\_\_

\_\_\_\_\_ requests permission to display the  
Name of Organization

following message on the outdoor sign of the Worth Public Library District:


Date(s) requested for display: From \_\_\_\_\_ to \_\_\_\_\_

Your message must fit into the boxes above in order to be posted. This application is subject to the policies of the Worth Public Library District. The District reserves the right to edit any and all messages. Staffing constraints and/or weather conditions may affect the Library's ability to post messages.

NOTE: Spaces between words MUST be included in the above message text.

Contact Person \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Note: Your message may not be posted if information is incomplete.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrative Librarian or Designee