

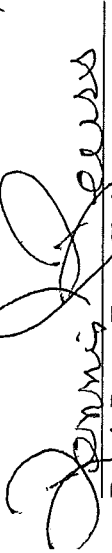
Digital Sign Policy


Purpose: This policy establishes criteria for use of the digital sign located in the front of the Boulder Junction Community Center & Library. The policy also outlines the procedures used by Town and Library personnel to administer the sign.

- The primary purpose of the digital sign is to promote town and library meetings, programs and services. The Town Chairman reserves the right to deny use of the sign. The Clerk/Treasurer and Library Director alter the contents and design of slides, and pull and post ads as they see fit.
- Advertising via the digital sign of the Boulder Junction Community Center & Library is available to non-profits and other organizations that provide programs and services at the Community Center.
- Requests for sign usage shall be directed to the Town of Boulder Junction Clerk/Treasurer in writing (email accepted). Acceptance of a request in no way guarantees that the announcement will appear on the sign. The organizations requested message text may be modified by the Town without notice to conform to space or content restrictions. Color and format of message will be at the Clerk/Treasurer's discretion.
- The sign is not available for the promotion of private businesses or for the sale of goods and services, but can be used to advertise and promote community center room rentals.
- Ads promoting or advertising regular meetings or ongoing events may not be displayed due to time and space restrictions
- Advertisements will be displayed for a maximum of three (3) weeks prior to the program or event date and then deleted. No master files or documents will be retained by the library.
- No personal requests will be posted on the digital sign such as birthdays, anniversaries, weddings, etc.
- The Town is not responsible for any errors or omissions in content.
- In the event of an emergency the town has the right to suspend all messages and use the sign for emergency purposes only


Adopted by Town Board on June 27, 2017

Effective Date: June 28, 2017


Dennis Reuss, Town Chairman


Denny McGann, Supervisor

Attest:


Kendra Moraczewski, Clerk/Treasurer