

## Woodward Public Library Digital Sign Policy

The primary purpose of the Woodward Public Library's digital sign is to promote library programs, library services, and Woodward community events. The Library staff reserves 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 message sign shall adhere to all City of Woodward Sign policies.

Messages will be displayed for a maximum of 2 weeks prior to the program or event date and then will be deleted. Messages must be submitted to the library in writing to the library staff. (See Request for Electronic Sign Message form attached to this policy.) Messages may be edited for clarity and conformity to the requirements of the media.

*Messages via the digital sign are available to the non-profits and other organizations that provide programs and services to the Woodward Public Library or to the Town of Woodward with approval of the Board of Trustees of the Woodward Public Library.*

Messages that are displayed may promote special or signature events for other organizations (other than above), which benefit the community as a whole with the approval of the Board of Trustees of the Woodward Public Library.

The following priority system will be used in selecting messages to be posted on the digital sign:

- a. Emergency message for the town of Woodward.
- b. Messages from the Woodward Public Library.
- c. Messages from the City of Woodward.
- d. Messages from other government agencies that have a local impact.
- e. Community events and messages sponsored by non-profit organizations.

The following messages will NOT be permitted to be posted on the digital sign:

- a. Promotion of private businesses or the sale of goods or services.
- b. Political advertising of any kind.
- c. Promotion of political, factional, or religious viewpoints.
- d. False, misleading or deceptive messages.
- e. Messages expressing discriminatory viewpoints.
- f. Events open only to members of an organization.
- g. Messages advocating the consumption of alcohol, tobacco, or drugs.
- h. Material that may violate an individual's privacy.

Messages promoting or advertising regular meetings or ongoing events may be displayed at the discretion of the Library Director or designee for a limited time, space

permitting. Signs pertaining to the library programs will be allowed without Board approval.

The sign may be used to thank businesses or individuals for sponsoring town events.

Signs pertaining to community wide events, not sponsored by the library or the Town of Woodward will be allowed with the approval of the Board of Trustees of the Woodward Public Library.

Adopted January 3, 2022

Woodward Public Library Digital Sign Request Form

Woodward Public Library  
118 S Main Street, Box 510, Woodward, IA 50276  
515-438-2636  
Email: [wpldirector@minburncomm.net](mailto:wpldirector@minburncomm.net)

Today's date \_\_\_\_\_

TYPE OF ANNOUNCEMENT: PLEASE PRINT CLEARLY

Community Event     Organization meeting     Other specify \_\_\_\_\_

Display is limited to 2 weeks.

Start date \_\_\_\_\_ End date \_\_\_\_\_

Name of Organization \_\_\_\_\_

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

Email \_\_\_\_\_ Phone \_\_\_\_\_

ANNOUNCEMENT: \_\_\_\_\_ LINE LIMIT, EACH LINE HAS \_\_\_\_\_ CHARACTERS LIMIT.

(includes spaces in the count. Messages will be limited to: organization name, event title, event location, date/time of event, phone or website.)

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Office Use Only: Date received \_\_\_\_\_ Approved/Denied by \_\_\_\_\_

Date Posted \_\_\_\_\_ by \_\_\_\_\_