



**GRANVILLE
P U B L I C
L I B R A R Y**

Digital Sign Policy

Board approved: 12/2011

- Advertising via the digital sign of the Granville Public Library is available to non-profits and other organizations that provide programs and services to the Granville community.
- The sign is not available for the promotion of private businesses or for the sale of goods and services.
- The sign may not be used to promote or advertise meetings and events taking place in the library's meeting spaces that are not sponsored by the library.
- Slides that are displayed will promote special or signature events for outside organizations. Slides promoting or advertising regular meetings or ongoing events may not be displayed due to time and space restrictions.
- Slides must be completed by the outside organization or individual and provided in the following format:
 - PowerPoint file
 - Slide ratio 16:9
 - White/blank background
- Slides must include the name and/or logo of the organization sponsoring the event.
- Slides may be altered by library staff to accommodate for differences in software or to allow for better display.
- Slides 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.
- The primary purpose of the library's digital sign is to promote library programs and services. Library staff reserves the right to deny use of the sign, alter the contents and design of slides, and pull and post slides as they see fit.