

**Outdoor Digital Sign Policy***Effective Date: 11/09**Reviewed: 9/21***Page 1 of 1***Policy No: 1.9*

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**Policy**

The purpose of the digital sign is to promote and market Library services, programs, events and resources. Content is limited to Library sponsored or co-sponsored events, Library services and resources, or to community news of high importance, as determined by the Executive Director or the Executive Director's appointee.

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**Procedures**

1. The Public Information Department is responsible for content displayed on sign.
2. Any requests for promoting services, programs, events and resources on the sign should be forwarded to the Public Information Department.