



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 969 5625  
westmontlibrary.org

Providing the community keys to lifelong learning

### **Outdoor Digital Sign Policy**

#### **Purpose**

Westmont Public Library's outdoor digital sign promotes and markets events, services, public service announcements, and meetings that relate to, or are affiliated with the Westmont Public Library and the Village of Westmont. The Board of Trustees of the Westmont Public Library has established this policy to govern the use of the digital sign.

#### **Use and Availability**

Designated representatives from the Westmont Public Library and Village of Westmont will serve as digital sign publishers who take responsibility for working together to make sure that the message board is updated and accurate.

The majority of message rotations will be reserved for messages from the Westmont Public Library and the Village of Westmont. Subject to availability, and at the discretion of the designated library and village publishers, messages may also be published from local tax-supported agencies such as the Westmont Park District, area school districts, as well as the Westmont Special Events Corp, and the Westmont Chamber of Commerce.

Additional attention will be given to any and all messages published by the Westmont Public Library and/or the Village of Westmont that promote events and activities that are anticipated to attract overnight visitors.

#### **Posting Guidelines**

The Westmont Public Library and Village of Westmont have established publishing guidelines to help ensure consistency in regard to placing community messages on the digital sign. The Village of Westmont and the Westmont Public Library reserve the right not to publish any message for any reason whatsoever. The following will not be allowed on the library's digital sign:

- Commercial advertising or promotion
- Messages that support or oppose candidates for office in a particular election, or that refer to issues on the ballot
- Proselytization, either religious or political
- Promotion of private events
- Personal announcements (marriage proposal, wedding anniversaries, birthdays, etc.)