

## **NEWFIELD COMMUNITY SIGN POLICY**

### **NEWFIELD PUBLIC LIBRARY**

The community sign near the Tioga State Bank parking lot was put in place in 1984 under the auspices of the trustees of the Newfield Public Library. The actual planning and placement of the sign was an Eagle Project done by Andy Eisenberg. Funds for the sign came from the estate of Georgia McClintock.

Posting information on the sign has been done by the Scouts, a volunteer senior citizen and library staff and trustees. Currently, library staff has undertaken the responsibility for the sign.

To facilitate benefits for the community in using the sign, the following guidelines have been established:

1. The sign is for the use of not-for-profit organizations in the town of Newfield. Prices for admissions, items for sale, and personal notices will not be shown.
2. The sign will be updated on Mondays. The information should be given to library staff at least one week prior to event. Placement is granted on a first come, first served basis.
3. Information to be posted should include - What - name of activity; When - date and time; Where - site of activity; Why - if appropriate; for example, a benefit. (brevity is appreciated)
4. The person submitting the information should include her/his name and phone number.
5. Information should be submitted in writing. The book drop box is open 24 hours a day so notices may be dropped off anytime.
6. Information will be posted subject to availability of space and letters.

The community sign has been a visible, convenient way for disseminating information for 26 years. The trustees are anxious to continue the tradition. Any of them or the Library Director would like to hear your comments or suggestions

11/25/97

