

THE WARNER LIBRARY INFORMATION DISPLAY POLICY

The Warner Library maintains public information displays to provide organizations an opportunity to publicize community events of a civic, cultural, educational or recreational nature and provide local businesses a venue to introduce their products and services. The library will only display notices from local businesses in the Villages of Sleepy Hollow and Tarrytown. In order to avoid the appearance of an endorsement, the Library will not post notices of partisan political or religious events and activities. If you would like to post a document on the Warner Library Bulletin Board, please read the guidelines listed below:

- Please give your announcement to the Reference Librarian for approval to post your flyer.
- Flyers or posters displayed on the library's bulletin board should be no larger than 8½ x 14 inches in size.
- Announcements for a future event should list the date of the event and will be taken down after the event has taken place.
- Undated seasonal announcements may be posted but can be taken down after one month if space for more recent announcements becomes limited.
- The Library cannot post apartment listings or other specific items for sale.
- Civil Service and other local or countywide job listings should be given to a librarian, who will post the document at the Library's Job Center Bulletin Board for a three-month period from receipt, or until the "closing date" contained in the notice.

Adopted by the Warner Library Board of Trustees January 17, 2013