

## Posting Policy

### Bulletin Boards

Beverly Hills Public Library accepts the following items for posting and display:

Information on programs and events sponsored or co-sponsored by local, state, or federal government agencies, or by city sponsored organizations. Material sponsored or co-sponsored by government agencies must be clearly identified, such as by an agency logo or a statement of sponsorship or support.

Display of all items is limited by the available space. Priority is given to Library postings, followed by City of Beverly Hills and City of Beverly Hills sponsored groups and last by other governmental jurisdictions.

All postings must be approved by the Library Administration Office.

Content submissions to the Library's social media sites must meet the City of Beverly Hills Conditions of Use for City Social Media Sites.

### Digital Signage

The Beverly Hills Public Library has digital signs prominently displayed in the Rexford Lobby and the Children's Library as a way to share information about:

- Library events, services, resources, and space
- Local government agencies information, services, and events

All content must be related to the City and to City sponsored activities and events. Only age appropriate events suitable for youth may be displayed in the Children's Library.

**Who can post:** The Library and local government agencies may post content on the digital signs.

**Length of time:** In the interest of equitably managing a shared resource and ensuring information remains current, a slide promoting a given event or message may be posted for:

- Up to 4 weeks, any exceptions must be approved by the City Librarian.

The library reserves the right to review, approve, and deny the content submitted for projection. This approval will be managed within the library administration office according to the standards noted here. Priority is given to Library postings.

### **Guidelines and Technical Specifics**

- Please submit content files at least 2 weeks in advance of posting.
- Please specify the length of time to post information.
- Requests are approved on a space-available basis.
- Information displayed should not exceed 5-10 seconds of reading.
- 20-30 words allows for maximum readability and can be paired with interesting/colorful/high impact graphics.
- A simple background works best.
- Image files must be .jpg or .png.
- Pixel size should be 1920x1080.

### **Copyright Issues:**

Using someone else's photos, fonts, etc. without permission is a violation of copyright.

- Always look for license and copyright information.
- Obtain permissions from the legal owner when necessary.
- Lack of information does not imply permission.

Effective Date: April 2, 2018

APPROVED: \_\_\_\_\_  
Nancy Hunt-Coffey  
City Librarian

