**BROOK IROQUOIS WASHINGTON PUBLIC LIBRARY**

**Public Requests Policy**

FLYERS AND SIGNS

INDOOR FLYERS

The Brook Iroquois Washington Public Library offers a large bulletin board, located inside the East entrance to the building, for community members to post flyers about community news and activities. Signs that are posted and have expired will be removed by staff and discarded. If you would like to keep your sign, you are responsible for removing the sign in a timely manner. All signs must be on the bulletin board. No signs other than library news will be posted in the windows. If the bulletin board is full, please see a staff member. No sign will be left hanging for more than 6 months. The Director has the authority to deem which flyers are acceptable for posting and which ones are not.

OUTDOOR YARD SIGNS

The Brook Iroquois Washington Public Library only allows yard signs to be posted for non-profit entities at the discretion of the Director. All signs must be approved by the library director and placed on the lawn by library staff. Signs will be posted for no longer than 30 days and must be retrieved from library property within that time frame. Any signs left on library property after 40 days will be disposed of.

PUBLIC USE OF LIBRARY WASTE CANS

The Library waste bins are for library use only. No waste is to be disposed of in library bins without prior approval. Violation of this policy will be reported to the local authorities.

DONATIONS

The Brook Iroquois Washington Public Library will not make donations, monetary or otherwise, for benefits, other organizations, activities, etc.

*Adopted by the Brook Iroquois Washington Public Library by the Board*

*December 11, 2017*

*Last Reviewed: 1/13/2020*