ELECTRONIC DISPLAY BOARDS
DISPLAY AND EXHIBIT POLICY AND PROCEDURES

OVERVIEW: The Athenaeum has three electronic display boards located in the Children’s Library, Circulation Department and Blake Reading Room that operate whenever the library is open.

A. The purpose of these electronic displays is to promote and market services, programs, events and resources of the Athenaeum and the Friends of the Berkshire Athenaeum.

B. Content is limited to library sponsored or co-sponsored events, library services and resources, selective City department announcements, and community announcements in which the library is a participant.

C. Decisions on inclusion of City announcements shall be determined by the Library Director.

D. Messages on the sign are only to be posted with the authorization of the Library Director or departmental supervisor.

E. Requests to post messages are to be directed in writing to the Library Director.

F. Community messages and/or City department messages will be incorporated into the library’s rotating messages with a ratio of no more than 1:5 messages.