

## **Guidelines for Posting Outside Agency Events in the Library**

The Poplar Bluff Municipal Library promotes community events with the following stipulations:

The event must meet the Library's mission:

Poplar Bluff Municipal Library District with its community partners provides and promotes equal access to reading, information, cultural and intellectual resources.

Promotion of commercial and political activities will not be permitted.

The sponsor must provide a digital image promoting the event (preferably in .jpg format) in order to post on digital signage and web page. The Library does not have a community bulletin board or space on the main desk for these events.

The director or assistant director must approve the event for promotion in the library before it can be posted.