

SIGNAGE

SIGNAGE BY LIBRARY STAFF

Signage in the library should be clear, neat, and professional, generally not handwritten.

All signs in public areas must be approved by the Branch Manager or designee.

Sign Content:

- All signs require a small initial and date in the bottom left corner to indicate when the sign was made and who made it.
- All signs, no matter how long they are being used, need to follow the guidelines of the JMRL Style Manual in the usage of font, color, and layout ideas. The exceptions are the brochures for the Teen and Kids summer reading programs and the READ posters. If possible the JMRL Style Manual font should be used where appropriate for summer reading brochures.
- Signage templates that are on the Intranet should be used as guidelines for sign layout.
- All signs need the JMRL footer from the JMRL Style Manual.

Posting Signs:

- Signs should be changed in a timely manner to keep them interesting. No sign should be left up for more than 2 years without approval of the Branch Manager.
- Except for hours and closing signs, signs should not be put on exterior windows or glass doors.
- Signs should be put in plastic sign holders, printed on card stock, or laminated.

SIGNAGE BY PUBLIC

In general the public may not put up signs on Library property. See JMRL Policy Section 4.51 for more information.

Adopted January 28, 2013