

POLICY
Community Sign
Newfield Public Library

The community sign in the Tioga State Bank Park was put in place in 1984 under the auspices of the Trustees of the Newfield Public Library. The actual planning and placement of the sign was an Eagle Project done by Andy Eisenberg. Funds for the sign came from the estate of Georgia McClintock.

To facilitate benefits to the community, the following guidelines have been established:

1. The sign is for the use of not-for-profit organizations in the town of Newfield. Items for sale and personal notices will not be shown.
2. Information to be posted should include –
 - What - name of activity
 - When - date and time
 - Where - site of activity
 - Why - if appropriate; for example a benefit. (brevity is appreciated)
 - Who - name of sponsoring organization
3. The person submitting the information should include her/his name and phone number.
4. Information should be submitted in writing to the Library. The book drop box is open 24 hours a day so notices may be dropped off anytime or sent in an email to newfieldlibrary@gmail.com.
5. Information will be posted on a first come first served basis and is subject to the availability of space and letters.

The community sign has been a visible, convenient way for disseminating information for many years. The Trustees are anxious to continue the tradition. The Trustees and the Library Director welcome your comments or suggestions.

01/22/2007, revised 8/2012, reviewed-no changes Dec 2020