Shaler North Hills Library Electronic Community Information Board Policy

The Shaler North Hills Library and its Board of Directors (SNHL) manages the criteria and approves the message content for the Electronic Community Information Board located at 1822 Mount Royal Boulevard, Glenshaw, PA 15116. The purpose of the Information Board is to reduce or eliminate the proliferation throughout the community of promotional signs such as vinyl banners, sandwich board, changeable arrow board, "A" frame, wire frame/plastic face board and other temporary signs that blight the community.

In addition, the purpose of the Information Board is to provide information to the public by allowing non-profit organizations, civic groups, and churches to promote community activities and upcoming events. The Shaler North Hills Library and its Board of Directors are solely responsible for determining which organizations are eligible to participate in the Information Board.

The following categories are established for use of the Information Board

Category 1 – Township of Shaler

Category 2 – Shaler North Hills Library, Shaler EMS, Shaler Area School District, Shaler Volunteer Fire Companies

Category 3 - Non-Profit and civic groups, including faith based organizations, Shaler athletic associations, and other agencies registered as a 501(c)(3) that can demonstrate at least 40% of Shaler residents as members or is a recognized SNHL Outreach site within the Shaler Area School District. **Entities listed in this category will be limited to no more than 4 messages per calendar year.**

The Shaler North Hills Library and its Board of Directors have the exclusive right to reject any message, from any group for any reason.

Non-profit and civic groups recognized by the Shaler North Hills Library and its Board of Directors:

1. The user must be a recognized non-profit group recognized by the Internal Revenue Service and SNHL and its Board of Directors.
2. The user must be within the boundaries of Shaler Township or their membership must be comprised of at least 40% of Shaler Township residents or is a recognized SNHL Outreach site within the Shaler Area School District and must complete and submit the attached application form. Only one person listed on the application can submit message requests. SNHL is authorized to release this person's contact information to the general public if contacted about the posting.

3. The user must complete and submit an application on the approved Library form (available at www.shalerlibrary.org) to the Library Director at 1822 Mt. Royal Blvd., Glenshaw, PA 15116. Only one representative from each organization will be authorized to make application to the Library. The Library will not accept duplicate requests from one organization. Applications will be reviewed and approved on a first come first served basis. Upon approval and acceptance of the message posting, the requesting organization will receive an email from the Library advising them of the approved posting and dates when the message will be displayed.
4. Message requests must be submitted at least 20 days in advance of the requested date of posting.
5. Each group can only promote their own event and not use their posting to promote another group's event.
6. The primary goal of this Information Board is to promote non-profit/civic fundraisers and events. The secondary goal is to encourage residents and business members to volunteer and become members of non-profit and civic organizations.
7. SNHL and its Board of Directors have exclusive rights to reject any message for any reason.

Shaler Township Religious Institutions:

1. The user must be within the boundaries of Shaler Township or their membership must be comprised of at least 40% of Shaler Township residents, and be an established and recognized religious establishment or a recognized SNHL Outreach site, and must complete and submit the attached application form. Only one person listed on the application can submit message requests. SNHL is authorized to release this person's contact information to the general public if contacted about the posting. The Library will not accept duplicate requests from one organization. Applications will be reviewed and approved on a first come first served basis. Upon approval and acceptance of the message posting, the requesting organization will receive an email from the Library advising them of the approved posting and dates when the message will be displayed.
2. Message requests must be submitted at least 20 days in advance of the requested date of posting.
3. Messages are for community related events only. No messages are permitted for recruiting or gathering members, announcing services or any messages not related to the fundraising event.
4. SNHL and its Board of Directors have the exclusive rights to reject any messages for any reason.

General Guidelines:

1. All postings for the Community Information Board shall be approved by SNHL and its Board of Directors.
2. Use of the sign is limited to Shaler Township and those organizations fitting one of the three categories listed above.
3. There will be no charge for the use of the Information Board.
4. Message may be in text only. All approved messages will be no more than 5 lines and no more than 24 characters per line. The font will be set at 24 points or adjusted by SNHL as needed.
5. An application will not be considered if the form is incomplete.
6. The maximum allowed time for a message display will be 10 calendar days or less depending on message volume. Additional or repeat posting requests must be submitted through the application process. Hours of operation for the sign will be 7:00 a.m. until 9:30 p.m. with a limited blackout period throughout the night.
7. SNHL will not store or save postings (messages) for an applicant. It is the applicant's responsibility to save and store message intended for re-posting.
8. SNHL will not be responsible for inaccurate information provided by the applicant. Errors and omissions are the applicant's responsibility and re-posting or corrections requested after the message has been posted may be subject to removal of the message from the Information Board.
9. The message frequency will be determined by SNHL and the number of messages posted at any given time. The maximum number of messages that can be displayed daily is 9. If there are more than 9 message requests during a single time period, message duration may be reduced or messages may be eliminated according to their category ranking listed above.
10. SNHL cannot be held liable for Information Board malfunctions, power outages or acts of nature.
11. SNHL reserves the right, in its sole discretion to post emergency messages which may override existing messages in content and exposure.
12. Applications will be reviewed and approved on a first come first serve basis.

Sign Content:

1. SNHL and its Board of Directors reserve the right to deny an application for any reason.
2. SNHL will select font, color and style of message.
3. Political, commercial and non-community events will not be permitted.
4. No business names can be mentioned in any message.
5. Advertising for private or retail events will not be permitted.

6. Content of the message shall be intended for community-wide information.
7. SNHL reserves the right to adjust messages to fit the Information Board available space.
8. No personal message requests will be honored (i.e. birthdays, anniversaries, retirements, congratulations.)

Shaler North Hills Library Electronic Community Information Board Application

Name of Organization: _____

Organization Address: _____

_____

Organization Phone Number: _____

Organization Class: _____ Twp _____ Library _____ SASD _____ VFD _____ Church
_____ Community Organization _____ Other

What percentage of Shaler Township population does your organization serve _____

Name of Person Making Application: _____

Contact Information: Phone _____

e-mail _____

Date of Event: _____

Message: _____

_____

_____

_____

For best viewing results SNHL recommends the message read (4) lines and approximately 20-25 characters (including spaces) per line. SNHL reserves the right to adjust the message as needed for readability purposes.

Please submit application to SNHL, Library Director, 1822 Mt. Royal Blvd., Glenshaw, PA 15116 or mcraes@einetwork.net.   Upon acceptance of message you will receive an e-mail notification (no phone notifications) advising if the message has been accepted and the dates the message will be displayed.

Application must be submitted at least 20 days prior to requested date of event. If approved, the message will run for a maximum of 10 days prior to event. Frequency of message will be in accordance with the Shaler North Hills Library and Board of Director's electronic information board policy adopted by the Shaler North Hills Library Board of Directors.   If you have any questions or comments, please call Sharon McRae at 412-486-0211.   Thank you!