

ADRIAN DISTRICT LIBRARY
Adrian, Michigan

Online Community Calendar Policy

The Adrian District Library's Community Calendar is an interactive, web-based program to be used as a limited public forum for only postings of a civic, educational, cultural, or recreational nature to promote the exchange of information and ideas.

I. General Requirements:

- A. The Community Calendar is available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- B. The Library does not endorse events nor imply agreement or disagreement with beliefs or viewpoints of the event organizers.
- C. The Community Calendar may be used to promote educational, social, cultural, or recreational events in Lenawee County.
- D. The Community Calendar may not be used to promote commercial events.

II. Submission and Appeal:

- A. A person or organization that desires to share an event on the Community Calendar must abide by the following guidelines:
 - 1. Events must have a beginning and end date.
 - 2. All events must be open to the general public, not just to organization members.
 - 3. No posting may include or advocate for illegal actions or activities. Posts that include such advocacy will be immediately rejected or removed. This removal is at the discretion of the Library Director or their designee.
 - 4. The online submission form must be filled out entirely, including event description and contact information. Forms with blank entry fields or no description will not be posted.
 - 5. Entries shall be submitted no less than two weeks prior to the event start date for posting to the Community Calendar.
 - 6. Entries will not be accepted more than 12 months in advance of the event.
 - 7. Images and attachments will be uploaded if they are in a format compatible with the calendar software and do not otherwise violate any Library policy.
- B. The Library is not responsible for providing technical support for Community Calendar postings.

- C. The Library does not endorse or verify the information provided for events. The Library does not control or review the content or operation of the websites referenced in event postings. The Library does not guarantee the authenticity, accuracy, appropriateness, or security of the link, website, or content linked thereto. The Library cannot be held responsible for incorrect or incomplete information on the Community Calendar.

- D. Any person or organization aggrieved by the Director or designee's decision may appeal a posting decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.

Adopted by the Adrian District Library Board of Trustees on 6-15-2021.