



ALGANSEE • BRONSON • COLDWATER  
QUINCY • SHERWOOD • UNION TWP.

## COMMUNITY CALENDAR POLICY

Adopted: August 15, 2022

Last Revised: n/a

### Reason for Policy

The Branch District Library (BDL) sponsors a Community Calendar on the library website through the company LocalHop as a public service to provide information about events, attractions, meetings, etc., of interest to the residents of the BDL service area (Branch County and Allen Twp. of Hillsdale County).

LocalHop allows access to the BDL Community Calendar through a referrals process. Organizations who meet the following guidelines may be invited to connect with BDL through LocalHop. This Community Calendar Policy must be signed and dated by an authorized representative of the organization and returned to BDL before the referral process is completed. Upon accepting this policy, an approved organization will be granted free access to LocalHop. Violation of the guidelines will result in termination of access to the library-hosted Community Calendar.

### Guidelines

The Community Calendar may be used to promote events that are:

- Educational, social, cultural, or recreational events held in the BDL service area.
- Open to the general public or have reasonable limitation (e.g., adults only or children's event).
- Sponsored by non-profit civic, social, charitable, fraternal, religious, governmental, or educational organizations that are based in the BDL service area.

The Community Calendar may not be used to promote events that:

- Include or advocate illegal actions or activities.



**BDL ADMINISTRATIVE OFFICES**

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- Advertise or promote the sale of products or services.
- Advertise for or endorse candidates for public office, or any other ballot proposal.
- Discriminate against any individual or group.

BDL reserves the right to refuse any potential referrals or terminate any existing access to the Community Calendar in light of these guidelines.

**Acceptance of Policy**

Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_  
\_\_\_\_\_

Authorized contact: \_\_\_\_\_

Role in Organization: \_\_\_\_\_

Contact's email: \_\_\_\_\_

Contact's phone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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*BDL Use Only*

Request     Accepted  
               Denied

Contact notified on \_\_\_\_\_

Notified by \_\_\_\_\_