**Community Calendar Policy**

The Saranac/Clarskville Library System sponsors a community calendar on the libraries websites through the company LocalHop as a public service to provide information about events, attractions, meetings and other items of interest to the residents of the Saranac/Clarksville Library System service area.

Organizations must meet the following guidelines to participate in the community calendar:

 Events are limited to non-profit and governmental organizations of civic, educational, cultural or recreational nature located in the Saranac/Clarksville Library System service area or an event that is benefiting one of the above organizations.

 The calendar posting must be for an actual event with a day, time and location.

 Events must be open to the general public or have reasonable limitations eg: adults only or children’s events.

 The event cannot include or advocate illegal actions or activities; advertise or endorse any candidates for political office; show prejudice against any individual or group; violate any Michigan law or cause the Library to violate any Michigan law.

Community events must be submitted to the library on an official form (provide on the library website and at the library) for approval by the library director. The Library System reserves the right to deny any posting that do not follow these guidelines and to remove any posting that is found to be false. Once the library director has approved the event, it will be posted by library staff to the community calendar. Organizations are responsible for reviewing their post immediately following this notification of the listing and to notify the library of any corrections or changes needed within 24 hours. The Saranac/Clarksville Library System is not responsible for any errors that they are not immediately notified of. URL links to the organization or event page can be included. Each community event will have a disclosure indicating that the Saranac/Clarksville Library System does not sponsor or endorse any events posted on the community calendar other than events hosted at the Saranac/Clarksville Library System.