

QUALITY LIBRARY SIGNAGE

Library Monitoring Rubric - Section 3
Librarian Growth Rubric - Domain IV
School Library Guide - Section 6.7



A sign system is a means of making the library easier to use by providing information and simple instructions for the location and use of items in the collection. Signs help people become more independent and will free the media generalist to do more important things.

PURPOSE OF QUALITY SIGNS

- Identification: Reference materials, fiction, biography, and magazines.
- Direction: Workroom, restrooms
- Instruction: How to use equipment, materials
- Information: Hours, special events.

ELEMENTS OF QUALITY SIGNAGE

- Location – Place signs where they are visible and at a height where they can be seen and attract attention. A sign placed so low that it is hidden when someone stands in front of it is not particularly useful. Think of the size of the person to whom the sign is directed.
- Message – Keep it short, use terms that most people will understand and be positive. Try “Please dispose of gum” rather than “No gum chewing allowed in Library.”
- Symbols – Use symbols if they are simple, effective and easily understood. There are no language barriers to understanding when a good symbol is used.
- Lettering – The letters of the alphabet can vary from short to tall and in thickness. The letters need to be proportionate in width (thickness) to height for ease in reading.
- Color – color combinations and contrast affect readability. The following list from Sign Systems in Libraries is the most visible color combinations.

- | | |
|-------------------|----------------|
| ◆ Black on yellow | Yellow on blue |
| ◆ Black on white | Green on white |
| ◆ Yellow on black | Blue on yellow |
| ◆ White on blue | White on green |

- Space - the amount of space between words also affects readability. Blank, empty space around the edges of the lettering allows the background color to frame the message. This helps to attract attention and to improve readability.
- Durability - Laminating posters and signs prevents tearing and makes them last longer. With the advent of the computer almost any type of sign can be made neatly, cleverly and attractively.

EXAMPLES OF QUALITY SIGNAGE



