

**NOTICE of PUBLIC MEETING/AGENDA  
of the  
DOUGLAS COUNTY LAW LIBRARY BOARD  
February 16, 2022**

A regular meeting of the Douglas County Law Library Board will be held on **February 16, 2022** beginning at **8:00 AM**. The meeting will be held in a hybrid format to include in person at the Douglas County Judicial Law Enforcement Center, Department II Courtroom, 1038 Buckeye Road, Minden, Nevada and via Zoom by accessing the website:

<https://us06web.zoom.us/j/82746673344?pwd=Wkl1bndEZlZUeERQVHIDUkh4UFVMdz09>

**Meeting ID: 827 4667 3344, Password: 238515.** The public may also call in live by using telephone number: **(888) 475-4499, Meeting ID: 827 4667 3344, Password: 238515.**

The Law Library Board reserves the right to take items in a different order; to combine two or more agenda items for consideration; and to remove items from the agenda or delay discussion relating to an item on the agenda at any time.

The Board, through its president, may prohibit a comment if the comment is on a topic that is not relevant to, or within the authority of the public body or if the comment is repetitious or willfully disruptive of the meeting. Written materials filed with the Board are part of the record and do not need to be read aloud. Citizens are encouraged to submit written materials well in advance of the scheduled meeting so the Board of Trustees will have time to review them before the public hearings begin. Members of the public body may submit written material or request supporting material for the meeting by contacting Erin C. Plante by email at [eplante@douglas.nv.gov](mailto:eplante@douglas.nv.gov), telephone at 775-782-9951, by mail at P.O. Box 218 Minden, Nevada 89423, or by physical address at 1038 Buckeye Road, Minden, Nevada 89423.

Persons desiring an opportunity to address the Law Library Board who are not able to attend the meeting are requested to send an email to [eplante@douglas.nv.gov](mailto:eplante@douglas.nv.gov) at the Douglas County District Court at least 24 hours prior to the convening of the Law Library Board Meeting.

**Notice to Persons with Disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notifying Erin C. Plante at 775-782-9951 or [eplante@douglas.nv.gov](mailto:eplante@douglas.nv.gov) at least 20 hours in advance.

\*Copies of this notice and agenda have been posted on or before 9 a.m. on the third working day before the meeting at the Douglas County Judicial and Law Enforcement Center, the State of Nevada's official website <http://notice.nv.gov> and the Douglas County District Court's official website <https://douglasdistrictcourt.com/law-library/>. Copies of this notice and agenda, as well as supplemental/support material

have been posted to the Douglas County's website  
[https://douglascountynv.granicus.com/ViewPublisher.php?view\\_id=1](https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1). However, this Board does not maintain the listed website and therefore timely posting of agendas on the website cannot be guaranteed.



# Douglas County Law Library Board

Judicial Law Enforcement Center  
Department II  
1038 Buckeye Road  
Minden, Nevada 89423  
<http://www.douglascountynv.gov/>

## Regular Meeting Agenda

Erin C. Plante  
Judicial Executive Assistant

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Wednesday, February 16, 2022, 8:00 AM

In Person/Zoom – Instructions Provided in Notice

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### CALL TO ORDER AND DETERMINATION OF QUORUM

### PUBLIC COMMENT

At this time, public comment will be taken on those items and matters within the jurisdiction and control of the Law Library Board. No action may be taken on a matter raised under public comment until the matter has been included specifically on an agenda as an item upon which action will be taken. Public Comment is limited to 3 minutes per speaker.

### MINUTES APPROVAL

Wednesday, November 17, 2021 – Regular Meeting

### AGENDA ITEMS

1. **For Discussion Only.** Discussion of the Law Librarian's quarterly report of the financial status of the Law Library. NRS 380.065.
2. **For Discussion Only.** Discussion of the Annual Report to the Board of County Commissioners. NRS 380.090.
3. **For Possible Action.** Discussion of the Interim Law Librarian's proposal to purchase signage for the Law Library.

### PUBLIC COMMENT

At this time, public comment will be taken on those items and matters within the jurisdiction and control of the Law Library Board. No action may be taken on a matter raised under public comment until the matter has been included specifically on an agenda as an item upon which action will be taken. Public Comment is limited to 3 minutes per speaker.

### ADJOURNMENT



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**Douglas County Law Library Board  
Meetings & Minutes**  
***Douglas County Judicial Law Enforcement Center***  
1038 Buckeye Road, Minden, Nevada 89423

Phone: 775-782-9951  
FAX: 775-782-9878

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The regular meeting of the **DOUGLAS COUNTY LAW LIBRARY BOARD** was held on Wednesday, November 17, 2021, in Department II of the Douglas County Judicial Law Enforcement Center, 1038 Buckeye Road, Minden, Nevada 89423, and via Zoom.

**OPENING**

**Call to order at 8:04 a.m. and roll call:**

**Board Members Present:**

Judge Thomas W. Gregory – Trustee – in-person  
Judge Nathan Tod Young – Trustee – in-person  
Peter Handy – Trustee – in-person

**Quorum Called**

**Public Comment:** None

Judge Gregory stated that Erin Plante has reached out to the acting Director of the Public Library Julia Brown to attend today's meeting and it was anticipated that she would be present. Judge Gregory stated he looked forward to meeting her and giving an update of the public library. Judge Gregory stated that there was a flood at the library but heard that it did not impact the Law Library.

**Minute Approval from Wednesday, September 15, 2021 – Regular Meeting**

MOTION: Peter Handy made a motion to approve the Meeting Minutes from September 15, 2021.  
SECOND: Judge Young  
AYES: Gregory, Young, Handy  
NAYS: None  
RESULTS: APPROVED

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1. **For Discussion Only.** Discussion of the newly purchased computer and components to access Westlaw and its usage by the public.

DISCUSSION: Judge Gregory stated that he was hopeful that Julia Brown would be present at today's meeting. Judge Gregory stated that he sees the invoices that come for Westlaw and he assumes there are no issues.

2. **For Discussion Only.** Discussion of the Law Librarian's quarterly report of the financial status of the Law Library. NRS 380.065

DISCUSSION: Judge Gregory stated the Financial Budget Performance Report was attached to the agenda packet. Judge Gregory asked for any discussion or questions regarding the budget report. Judge Young stated after his review of the budget documents it looked like we are doing well financially and he has no concerns. Judge Young stated that the Law Library can afford what it needs and there is not a great excess of funds, which is good. Judge Gregory agreed and is happy to see that there is no need to dip into General Fund, which the Law Library has not done in years. Judge Gregory stated that the main things that money is spent on is Westlaw and publications.

At 8:08 a.m. acting Director of the Public Library and Law Library Julia Brown appeared in person.

3. **For Possible Action.** The adoption of quarterly meetings for 2022.

DISCUSSION: Judge Gregory provided Wednesday, February 16, 2022 at 8:00 a.m., Wednesday, May 18, 2022 at 8:00 a.m., Wednesday, September 21, 2022 at 8:00 a.m. and Wednesday, November 16, 2022 at 8:00 a.m. as 2022 meeting dates. Judge Young stated that due to not having his calendar and not knowing his availability, he would agree to the proposed dates with the caveat that there be the option to appear by Zoom. Judge Gregory stated it is his understanding that due to COVID the County has allowed Boards to conduct meetings by Zoom and has not heard that the County will be changing that policy anytime soon. Judge Gregory stated he is hopeful that the meeting could continue in a hybrid setting to appear either in person or by Zoom, but it is tethered to County policy. Peter Handy stated that the statute did change and hybrid meetings are permissible under state law.

MOTION: Judge Young moved to adopt Wednesday, February 16, 2022 at 8:00 a.m., Wednesday, May 18, 2022 at 8:00 a.m., Wednesday, September 21, 2022 at 8:00 a.m. and Wednesday, November 16, 2022 at 8:00 a.m. as 2022 meeting dates.

SECOND: Peter Handy

AYES: Gregory, Young, Handy

NAYS: None

RESULTS:        APPROVED

**Public Comment:** None.

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Judge Gregory stated that the Board will revisit Agenda Item 1

- 1. For Discussion Only.** Discussion of the newly purchased computer and components to access Westlaw and its usage by the public.

DISCUSSION: Judge Gregory welcomes Julia Brown, acting Library Director. Ms. Brown apologizes for not attending the September Meeting, but she was not aware of it. Judge Gregory asks Ms. Brown to talk a little bit about herself and what is happening with the library and Law Library generally. Ms. Brown has been acting director since September. The Library Board interviewed one candidate at their October meeting but decided not to move forward with that candidate. At the upcoming meeting, the Library Board will discuss how to move forward with finding a candidate to fill the library director vacancy. Ms. Brown stated she will fill the position as acting director until they fill the position. Ms. Brown stated that everything at the library has been moving pretty smoothly, but the library is short staffed. Ms. Brown stated that the Lake Tahoe branch is opened on a limited schedule, but they have hired more staff and will add the hours back. Ms. Brown stated that the flooding did not affect the Law Library. She stated the flooding was caused by a malfunctioning fire sprinkler in the northeast corner of the library and lost about 6,000 items. She further stated that they are working with insurance and no structural damage was done. Ms. Brown stated that the computer for the Law Library was purchased and is located in the reference section right next to the Law Library. She stated that Westlaw has had been used by twelve patrons and that the staff log the patrons into Westlaw. Judge Gregory stated that twelve users may not sound like a lot, but when the Law Library was located at the Judicial Law Enforcement Building it was used rarely and may have not received twelve patrons in 5 years. Judge Gregory asked Ms. Brown if there were any needs or request of the Board for the Law Library. Ms. Brown stated the new computer and printer have been very helpful and at this time she does not see any other needs. Ms. Brown stated that signage may be beneficial to help direct patrons and that would be a request she would make of the Board. Judge Gregory asked Ms. Brown to make a proposal regarding the signage and asked that it be added to the agenda for the next meeting. Judge Young asked Ms. Brown if she is a candidate to be considered for the permanent director. Ms. Brown said she was not and with her seniority and knowing the ins and outs of the library, she stepped up during this transitional time. Judge Gregory, Judge Young, and Peter Handy thanked Julia Brown for coming to the meeting and informing the Board of both the public library and Law Library. Judge Gregory offered to Ms. Brown that she may appear for future meetings by Zoom.

**Public Comment:** None

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MOTION: Judge Young moved to adjourn the meeting at 8:21 a.m.  
SECOND: Peter Handy  
AYES: Gregory, Young, Handy  
NAYS: None  
RESULTS: APPROVED

**Adjournment – 8:21 a.m.**



# Law Library Budget Performance Report

Fiscal Year to Date 01/31/22

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 222 - Law Library										
REVENUE										
Department 000 - Revenue										
Beg.Fund Bal./Reserves										
301.000	Opening Fund Balance	18,323.00	.00	18,323.00	.00	.00	.00	18,323.00	0	.00
301.100	Opening Fund Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
Beg.Fund Bal./Reserves Totals		\$18,323.00	\$0.00	\$18,323.00	\$0.00	\$0.00	\$0.00	\$18,323.00	0%	\$0.00
Charges For Service										
341.601	Clerks Fees	17,980.00	.00	17,980.00	1,562.48	.00	10,030.60	7,949.40	56	8,616.31
Charges For Service Totals		\$17,980.00	\$0.00	\$17,980.00	\$1,562.48	\$0.00	\$10,030.60	\$7,949.40	56%	\$8,616.31
Miscellaneous Revenue										
360.800	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.200	Interest On Investment	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.205	Investment-FMV Adjust	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.211	Invest. Earnings-LGIP	18.00	.00	18.00	.00	.00	4.08	13.92	23	9.21
361.212	Invest. Earnings-BNY Mellon	423.00	.00	423.00	.00	.00	210.26	212.74	50	245.81
361.250	Inv Service Fees (Contra)	(16.00)	.00	(16.00)	.00	.00	(8.84)	(7.16)	55	(3.94)
361.251	Bank Fees (Contra)	.00	.00	.00	(5.46)	.00	(5.46)	5.46	+++	.00
Miscellaneous Revenue Totals		\$425.00	\$0.00	\$425.00	(\$5.46)	\$0.00	\$200.04	\$224.96	47%	\$251.08
Other Financing Sources										
392.050	Transf.In-General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 000 - Revenue Totals		\$36,728.00	\$0.00	\$36,728.00	\$1,557.02	\$0.00	\$10,230.64	\$26,497.36	28%	\$8,867.39
REVENUE TOTALS		\$36,728.00	\$0.00	\$36,728.00	\$1,557.02	\$0.00	\$10,230.64	\$26,497.36	28%	\$8,867.39
EXPENSE										
Department 391 - Law Library										
Salaries & Wages										
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.166	Sick Buyback	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.168	Vacation Buyback	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00





# Law Library Budget Performance Report

Fiscal Year to Date 01/31/22

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<i>Employee Benefits</i>										
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Employee Benefits Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Services &amp; Supplies</i>										
520.139	Rents/Leases Copy Machine	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.500	Admin & Overhead	3,591.00	.00	3,591.00	.00	.00	1,795.50	1,795.50	50	.00
532.055	Books & Periodicals	26,018.00	.00	26,018.00	.00	.00	4,645.86	21,372.14	18	4,580.33
550.102	Bank Fees-Checking	11.00	.00	11.00	.00	.00	.00	11.00	0	5.24
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services &amp; Supplies Totals</i>		\$29,620.00	\$0.00	\$29,620.00	\$0.00	\$0.00	\$6,441.36	\$23,178.64	22%	\$4,585.57
<i>Capital Outlay/Projects</i>										
563.900	Board Designated	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.603	New Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Other Financing Uses</i>										
619.000	Contingency	391.00	.00	391.00	.00	.00	.00	391.00	0	.00
<i>Other Financing Uses Totals</i>		\$391.00	\$0.00	\$391.00	\$0.00	\$0.00	\$0.00	\$391.00	0%	\$0.00
<i>Ending Fund Bal/Reserves</i>										
625.103	Appropriated Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
699.000	Ending Fund Balance	6,717.00	.00	6,717.00	.00	.00	.00	6,717.00	0	.00
<i>Ending Fund Bal/Reserves Totals</i>		\$6,717.00	\$0.00	\$6,717.00	\$0.00	\$0.00	\$0.00	\$6,717.00	0%	\$0.00
Department <b>391 - Law Library Totals</b>		\$36,728.00	\$0.00	\$36,728.00	\$0.00	\$0.00	\$6,441.36	\$30,286.64	18%	\$4,585.57
<b>EXPENSE TOTALS</b>		\$36,728.00	\$0.00	\$36,728.00	\$0.00	\$0.00	\$6,441.36	\$30,286.64	18%	\$4,585.57
Fund <b>222 - Law Library Totals</b>										
<b>REVENUE TOTALS</b>		36,728.00	.00	36,728.00	1,557.02	.00	10,230.64	26,497.36	28%	8,867.39
<b>EXPENSE TOTALS</b>		36,728.00	.00	36,728.00	.00	.00	6,441.36	30,286.64	18%	4,585.57
Fund <b>222 - Law Library Totals</b>		\$0.00	\$0.00	\$0.00	\$1,557.02	\$0.00	\$3,789.28	(\$3,789.28)		\$4,281.82
Grand Totals										
<b>REVENUE TOTALS</b>		36,728.00	.00	36,728.00	1,557.02	.00	10,230.64	26,497.36	28%	8,867.39
<b>EXPENSE TOTALS</b>		36,728.00	.00	36,728.00	.00	.00	6,441.36	30,286.64	18%	4,585.57
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,557.02	\$0.00	\$3,789.28	(\$3,789.28)		\$4,281.82

**NRS 380.090 Reports to board of county commissioners.**

1. At the first meeting of the board of county commissioners in each year, the board of law library trustees shall make a report to the board on the condition for the past year of the board's trust, including:

(a) A full statement of all the board's property and money received, whence derived, how used and how expended.

(b) The number of books, periodicals and other publications on hand.

(c) The number of books, periodicals and other publications added by purchase, gift or otherwise during the year.

(d) The number of books, periodicals and other publications lost or missing.

(e) Such other information as might be of interest.

2. At the same time, a financial report showing all receipts and disbursements of money must be made by the secretary or law librarian if the duty was so delegated.

[8:250:1913; 1919 RL p. 2708; NCL § 2257] — (NRS A [1983, 340](#))

Demco®

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## Metal Mica Letters

**\$46.89**

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### SELECT SIZE

8"H

MESSAGE LINE 1? (KEY IN ALL CAPS, OR UPPER/LOWER CASE AS DESIRED.)

Douglas County Law Library

Maximum 50 characters (24 remaining)

### MESSAGE LINE 2

Maximum 50 characters

### MESSAGE LINE 3

Maximum 50 characters

### MESSAGE LINE 4

Maximum 50 characters

### MESSAGE LINE 5

Maximum 50 characters

### LETTER COLOR



### FOAM SIDE COLOR



### TYPESTYLE

Helvetica

ORDERING SPACING GUIDE? (ADD 146-0059. QUANTITY MUST BE SAME AS LETTERS. PRICE IS PER LETTER.)



Choose An Option

SPECIAL INSTRUCTIONS

Maximum 50 characters

MINIMUM ORDER \$99.00? (MINIMUM ORDER AMOUNT FOR CUSTOM LETTERING IS \$99.00.)

Choose An Option

Metal Mica Letters 8"H  
Item #: W14925940

 This product ships directly from the manufacturer in approximately 15 working days.

1

Add to Cart

ADD TO WISH LIST  SHARE

## Product Description

Add a touch of elegance to your library

Great-looking letters offer sleek metal mica laminate surfaces on 1" thick foam. They're a cinch to mount thanks to the self-adhesive backing, and the optional spacing guide makes them easy to accurately place on walls or other surfaces. (If desired, spacing guide must be ordered at same time as letters and match quantity of letters.) Question mark, exclamation point, and ampersand are priced as letters. **Pricing is per character. Minimum 5 units per order. Minimum order per style: \$99.**

Order minimum requirement on Metal Mica Letters & Numbers only, cannot be combined with other items.

### INFO & GUIDES

 Spacing Guide Instructions

 Choose the Right Signage for Your Space

## Related Products & Accessories

Search												
All Products	Business Cards	Marketing Materials	Signs & Banners	Photo Gifts & Wall Art	Invitations & Stationery	Clothing & Bags	Promotional Products	Labels & Stickers	Digital Marketing	Design Services	Trending Now	Deal

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# Custom Metal Signs

★★★★★ 3.8

A durable way to display business information.

- 2 sheets of rustproof, coated aluminum
- Aluminum or white background available
- 3 mm thick with a solid, plastic core
- Pre-drilled holes for easy mounting
- Fade-resistant – indoor or outdoor use

Need a hand? [Get help from one of our designers.](#)

## Orientation

Horizontal

Vertical

## Size

18" x 27"

6" x 24"

6" x 6"

5" x 8"

18" x 24"

3" x 8"

24" x 36"

12" x 18"

## Material

Brushed aluminum

Coated white aluminum

## Drilled Holes

Recommended

Yes

No

Quantity

1

## Add accessories

15" Wall Clamps – Pack of 2:  
For signs greater than 12"

0

Starting at \$34.50

Spacers Pack of 6 - For signs  
greater 27" and above

1

\$20.00

**Price \$145.00**

Original Price (\$125.00) + Accessories (\$20.00)

[Start designing](#)

#### Product Specifications

Materials, bleeds, margins, etc.

## Use custom metal signs in reception areas, offices and building exteriors.

Creating your custom aluminum sign is easier than you think. Choose a size that works best for your indoor or outdoor space. Then simply select a design that suits your business (or upload your own) and put your information into our metal sign maker. You can add your company name and logo, store hours, directions, parking garage information and more. Once you're done, give your personalized metal sign a once-over and check out. We'll print and ship directly to you.

Once you receive your metal sign for your business, remove it from the box and get started. Here are a few options for setting up your custom metal sign:

- Drill with nuts and bolts onto outdoor posts
- Screw into wood or concrete using washers
- Clamp your signs onto a wall or garage
- Place indoors on our portable [easels](#)
- Opt for pre-drilled holes to hang with spacers

## Which material is right for you?



### Clear white aluminum

Made of lightweight yet durable sheets of aluminum and a solid plastic core, our clear white aluminum signs are great for indoor or outdoor use. The white coated paint provides a semi-matte background that gives your sign a unique look.



### Brushed aluminum

Made of 2 sheets of rustproof aluminum (3 mm thick) over a reinforced plastic core, you can place these durable signs indoors or out. The distinctive brushed aluminum finish also features fade-resistant printing.

## Design Tips

Follow these tips to make your metal sign look polished and professional.



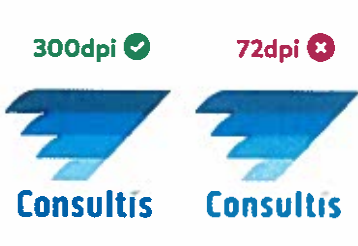
**Text**

Place text away from the design's edges and use a 20-point font size or more.



**Contrast**

Use light-colored text on a dark background and dark text on a light background.



**Resolution**

Make sure your images are clear, vibrant and have a resolution of 300 dpi.



**Logos**

Remove the white background from your logo – or use the tool in our design studio.

## Metal Signs Printing Size (in inches)

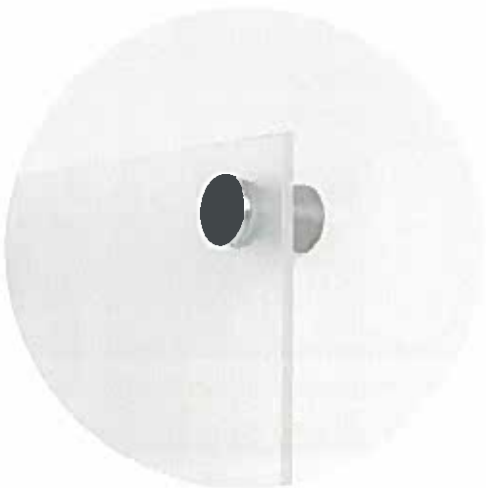
Size	Doc Trim size	Full bleed size
12" x 18"	18.00" x 12.00"	18.25" x 12.25"
18" x 24"	24.00" x 18.00"	24.25" x 18.25"
18" x 27"	27.00" x 18.00"	27.25" x 18.25"
5" x 8"	8.00" x 5.00"	8.25" x 5.25"
3" x 8"	8.00" x 3.00"	8.25" x 3.25"

## Display Accessories

With these accessories, setting up your signs will be easy as 1-2-3.



Wall Clamps



Spacers



Easels

Solid aluminum  
Packs of 2  
3 sizes available

Stainless steel  
Packs of 4 or 6  
Each spacer is 8 mm wide

Lightweight metal  
Includes adjustable plastic supports  
Comes with nylon storage bag

## Are metal signs right for you?

Vistaprint offers a variety of custom sizes and materials. Check out some of your options below.



### Metal Signs

- 8 sizes, up to 24" x 36"
- Brushed or coated white aluminum
- UV ink

#### Best for:

Stores, building exteriors



### Acrylic Signs

- 8 sizes, up to 24" x 36"
- Clear or frosted acrylic
- UV ink

#### Best for:

Reception areas, offices



### Plastic Signs

- 8 sizes, up to 24" x 36"
- PVC plastic
- Full-color printing

#### Best for:

Construction sites, directional signage

## Frequently Asked Questions:

### Q: How much does the metal material weigh?

A: It weighs 4,844 grams per square meter (gsm). Our 12" x 18" is 1.5 lbs, while our 24" x 36" sign (the largest we offer) weighs 6 lbs.

### Q: Can I print on both sides?

A: At the moment, we only have single-sided printing.

### Q: Can I order a custom size?

A: Sorry, we don't offer custom sizes at the moment.

### Q: Can I choose where the holes are drilled?

A: No, you can't. See above for information on where they'll be.

### Q: Will my design be printed on the aluminum sign, or on a decal that goes on the sign?

A: We print directly on the sign, using UV ink.

### Q: What are the wall clamps made from?

A: The material is solid aluminum.

### Q: How will wall clamps affect my design?

A: The grooves for wall clamps are .44" from the edge of the sign, so it's wise to make sure that design elements are .44" from the top and bottom edges.

### Q: How should I attach my wall clamps to the wall?

A: Don't worry, we'll provide you instructions to help you with this process! The clamps come with locator washers, and these washers unlock from the clamps themselves. Use the template included in the instructions to learn where to screw the washers



into the wall. Once they're in place, you can attach your custom metal sign (with the clamps in place) to the washers. Tighten the washers and you'll be all set.

**Q: How many wall clamps should purchase for my metal sign?**

A: Wall clamps are sold in packs of 2, 1 for the top and 1 for the bottom of the sign. You should only need 1 pack per sign.

**Q: What size wall clamp should I purchase for my sign?**

A: For 3" signs, use the 3.15" wall clamps. For signs that are 5" to 12", use the 4.72" wall clamps. For signs larger than 12", you'll need the 15" wall clamps.

**Q: How many drilled holes will my metal signs come with? How big are they?**

A: Our 2 largest sizes, 18" x 27" and 24" x 36", will come with 6 holes. (1 in each corner, plus 2 in the middle). The other (smaller) 6 sizes will come with 4 (1 in each corner). The middle of each hole is 5/8" from the edge of the sign. The diameter of each hole is 3/8". Keep in mind that they are not automatically included, so if you need them, don't forget to select "Yes" under "Drilled holes" to have your metal signs produced with holes.

See how @VistaPrint customers like you are using this product:



[View more \(https://www.vistaprint.com/examples-marketing\)](https://www.vistaprint.com/examples-marketing)

[Submit your photo](#)

Share a review and see what other customers are saying.

## Reviews

★★★★★ 3.8

208 Reviews

[Write a Review](#)

71% of respondents would recommend this to a friend

5 Stars	128
4 Stars	12
3 Stars	13
2 Stars	13
1 Star	42

Ease of Design	★★★★★ 4.2
Product Quality	★★★★★ 3.9
Product Value	★★★★★ 3.9

Reviewed by 208 customers

Highest Rated



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Home / Signs Posters / Acrylic Signs



## Custom Acrylic Signs

★★★★★ 3.2

Great for branding, in-office directions and more.

- Tough, clear 3 mm acrylic that looks like glass
- Drilled holes available for mounting
- Beveled edges for a smooth, professional look
- Available in 8 sizes, from 3" x 8" to 24" x 36"

Let us help you with your design

### Orientation

Horizontal

Vertical

### Size

6" x 24"

3" x 8"

5" x 8"

6" x 6"

18" x 27"

### Material

Clear acrylic

Frosted acrylic

### Drilled Holes

Recommended

Yes

No

Quantity

1

Add accessories

15" Wall Clamps – Pack of 2:

Starting at \$34.50 MSRP

For signs greater than 12"

0

Spacers Pack of 6 - For signs  
greater 27" and above

1

\$20.00

**Price \$131.00**

Original Price (\$111.00) + Accessories (\$20.00)

[Start designing](#)

**Product Specifications**

Materials, bleeds, margins, etc.

[Download a Photoshop or Illustrator template for your design.](#)

## Put your stamp on the office with eye-catching signs.

Direct visitors, customers and clients with high-quality, custom acrylic signs. They're made of a lightweight and shatter-resistant polymer, and specialized printing ensures your design or text won't fade. Our signs are actually printed on the back and mirrored to show through the clear surface. To keep them looking great, all you have to do is occasionally use mild soap and water on the front.

## Which material is right for you?



### Clear Acrylic

Made of lightweight and durable thermoplastic, our clear acrylic allows for glass-like transparency. Your design is printed directly



### Frosted Acrylic

Frosted acrylic is not completely see-through but allows a certain amount of translucency. It is great for diffusing light.

[Privacy - Terms](#)

onto the acrylic with a lasting finish.

**Best for:** Business names, logo displays

which gives your sign an attractive, frosted effect.

**Best for:** Directions, reception areas

## Design Tips

Follow these tips to make your acrylic sign look polished and professional.



**Text**

Place text away from the design's edges and use a 20-point font size or more.



**Contrast**

Use light-colored text on a dark background and dark text on a light background.



**Resolution**

Make sure your images are clear, vibrant and have a resolution of 300 dpi.

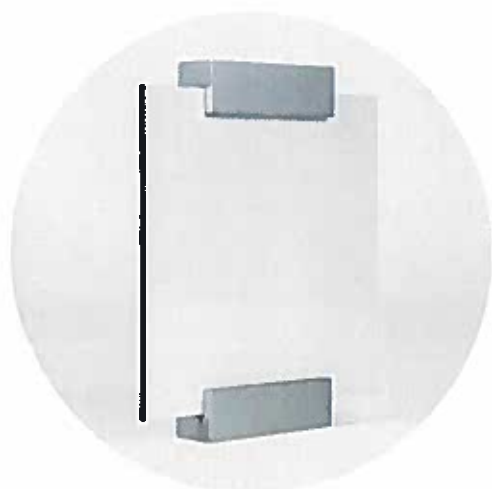


**Logos**

Remove the white background from your logo – or use the tool in our design studio.

## Display Accessories

With these accessories, setting up your signs for use will be easy as 1-2-3.



**1. Wall Clamps**

Solid aluminum  
Packs of 2  
3 sizes available



**2. Spacers**

Stainless steel  
Packs of 4 or 6  
Each spacer is 8 mm wide



**3. Easels**

Lightweight metal  
Includes adjustable plastic supports  
Comes with nylon storage bag

## Are acrylic signs right for you?

Vistaprint offers a variety of customizable signs. Check out some of the options below.







### Acrylic Signs

- 8 sizes, up to 24" x 36"
- Clear or frosted acrylic
- UV ink

**Best for:** Reception areas, offices



### Metal Signs

- 8 sizes, up to 24" x 36"
- Brushed or coated white aluminum
- UV ink

**Best for:** Stores, building exteriors



### Plastic Signs

- 8 sizes, up to 24" x 36"
- PVC plastic
- Full-color printing

**Best for:** Construction sites, directional signage

## Frequently Asked Questions:

**Q: How thick is the acrylic material?**

**A:** Our signs are 3 mm thick.

**Q: What type of printing is used on the signs? Can I print on both sides?**

**A:** We print on the acrylic using UV ink. Unfortunately, you can only print on 1 side.

**Q: Can I order a custom size?**

**A:** Sorry, we don't offer custom sizes at the moment.

**Q: What size wall clamps should I buy?**

**A:** For 3" acrylic signs, use the 3.15" option. For acrylic signs that are 5" to 12", use the 4.72" option. For signs larger than 12", use the 15" clamps.

**Q: How many wall clamps should I use?**

**A:** Our wall clamps come in packs of 2, and we recommend using 1 clip at the top of the sign and 1 at the bottom.

**Q: What are the wall clamps made from?**

**A:** The material is solid aluminum.

**Q: How will wall clamps affect my design?**

**A:** The grooves for wall clamps are .44" from the edge of the sign, so it's wise to make sure that design elements are .44" from the top and bottom edges.

**Q: How should I attach my wall clamps to the wall?**

**A:** Don't worry, we'll provide you instructions to help you with this process! The clamps come with locator washers, and these washers unlock from the clamps themselves. Use the template included in the instructions to learn where to screw the washers into the wall. Once they're in place, you can attach the sign (with the clamps in place) to the washers. Tighten the washers and you'll be all set.

**Q: Can I choose where the holes are drilled?**

**A:** No, you can't. See above for information on where they'll be.

**Q: How many drilled holes will my acrylic signs come with? How big are they?**

**A:** Our 2 largest sizes, 18" x 27" and 24" x 36", will come with 6 holes. (1 in each corner, plus 2 in the middle). The other (smaller) 6 sizes will come with 4 (1 in each corner).

The middle of each hole is 5/8" from the edge of the sign. The diameter of each hole is 3/8".

Keep in mind that they are not automatically included, so don't forget to select "Yes" under "Drilled holes" to have your acrylic signs produced with drilled holes if you need them.