

BULLETIN BOARD USE IN THE LIBRARY POLICY

PURPOSE

The purpose of this policy is to establish guidelines for placing material on Bulletin Boards.

DEFINITION

The University Libraries Administration Office must approve any postings on the bulletin board located on the first floor by the public elevators. This is the only location which the Library allows posting of material.

SCOPE

This policy is designed to eliminate unnecessary posts on tables, doors or restrooms.

POLICY

- The bulletin board may be used for university and community events announcements, meeting notices, and organizational information.
- Approval for posting is required. All inappropriate material will be removed immediately.
- Material will be removed on a monthly basis.
- Any material not approved by Library Administration is prohibited and if found on walls, book ranges, doors, tables, restrooms, elevators, etc. will be removed and discarded.
- Material found and sent to Library Administration for disposal may cause the Library Administration to contact the appropriate authorities.
- Questions pertaining to the posting of material in the Library should be directed to the Library Administration Office.

REVIEW

This document will be reviewed by Library Administration on an annual basis.



Thursday, January 27, 2011

Approved/Signature

Date

Created: 9/03
Reviewed: 1/11