

Sign Posting and Bulletin Board Policy

The Drew University Libraries:

Sign Posting and Bulletin Board Policy

To minimize confusion, reduce over-posting, and maintain pleasing aesthetics, unauthorized signs, notices, and flyers may not be posted in the Drew University Libraries.

- Drew students, faculty, and staff may submit signs, notices, and flyers for Drew-related events to the Circulation department for posting on the "Drew Campus" lobby board
 - Circulation will initial and date items approved for posting. Outdated notices will be removed regularly
 - Unapproved items and those posted elsewhere in the Library, including items placed on the "In the Library" lobby board by units who are not part of the Academic Commons, or on the Library's exterior will be removed
 - Only 1 item per event may be posted
 - Items may not be offensive, be larger than 11" by 17," or cover other postings
 - Academic Commons (AC) staff may post flyers, signs, and notices for events being held in the Library building as follows:
 - On the "In the Library" lobby board at any time
 - In plastic holders attached to the glass walls of the Multi-Purpose Room and the Library-Tech Classroom to advertise events sponsored by AC units being held in that room
 - On the front doors of the Libraries at the discretion of the Head of Circulation or the Head of Special Collections
 - On the doors to their work areas at the unit's discretion
 - May not be posted by any AC staff in any areas or on any other surface other than on unit doors, in the plastic holders attached to the glass walls of the Multi-Purpose Room and the Library-Tech classroom, and on the "In the Library" lobby board unless the approval of Library Administration is obtained
 - Items should be removed by the sponsoring unit on a timely basis. If this is not done, Circulation will remove the item
 - Drew University-related pamphlets may be placed on service counters at the discretion of the area's department head
 - Only Drew-related items, with preference given to events, services, and interests of AC units, will be displayed in the lobby area
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Affirmed by the Library Council May 2, 2018