

## **POLICY: Marriott Library Bulletin Boards Posting Policy**

### Policy Scope

To outline policies for posting material on public bulletin boards in the Marriott Library.

### Definitions

- A. Public bulletin boards: Publicly accessible bulletin boards located in the Graduate Student Reading Room and Knowledge Commons.

### I. Policy

- A. All posting done by members of the University of Utah community should be taken to the Union desk for approval. After receiving the approval stamp at the Union posters and notices may be posted on the bulletin boards at the Marriott Library. Items not approved for posting will be removed.
- B. Library employees may post to the bulletin boards WITHOUT University Approval if items relate directly to the library, its mission or programs.
- C. One sign, notice, or poster per event may be posted on each library bulletin board.
- D. Any sign, notice, or poster will be removed fifteen days following the approval date or at the conclusion of the event being advertised.
- E. One copy of each sign, notice, or poster may be sent to Special Collections for archiving.

### II. References

- A. University Policy 1-007: University Speech Policy

#### Title IV: Signs, Literature and Structures

Members of the University community and their organizations may also post signs, notices and posters on designated bulletin boards and kiosks maintained by the academic and administrative departments of the University subject to the approval and reasonable limitations of the appropriate departments. Colleges and departments may adopt reasonable time regulations limiting the time for display of signs, notices and posters on bulletin boards maintained by colleges and departments to maximize everyone's opportunity to use designated areas for signs, notices and posters and may prohibit attaching signs, notices or posters to walls and other surfaces in order to prevent damage to walls and other surfaces. Any sign, notice or poster posted on campus must contain a visible expiration date, a date after which the sign, notice or poster may be removed, not to exceed fifteen (15) calendar days from the date of posting. For purposes of this regulation, a visible expiration date shall be either a stamped expiration date by the Office of the Dean of Students or official of the college or department responsible for the area where the sign, notice or poster is posted or a legible date placed in the lower right-hand corner of the sign, notice or poster by the person or organization posting the sign, notice or poster. University maintenance personnel or other University officials may remove any signs, notices and posters which do



not contain a visible expiration date as defined by this section.

The Dean of Students may grant permission to post signs, notices and posters for a period longer than fifteen (15) calendar days where it is shown that there is good reason for the signs, notices or posters to remain in place for a longer period; but in no case shall the signs, notices or posters be allowed to remain posted beyond the end of the academic semester or fifteen (15) calendar days from the date of posting whichever comes later.

### III. Responsible

- A. Policy owner: Library Facilities
- B. Policy approved by: [council or executive and date approved]
  - 1. Council: August 14, 2014
  - 2. Executive Council: 2009

### IV. History

- A. Revised: August 30, 2017 Executive Committee
- B. [Updated: May 26, 2020](#)
- C. [Approved by Marriott Library Executive Committee June 8, 2020.](#)
- D. Earlier Versions: [Policy Archive Folder](#) - [location and/or link to document]

Note: Policies should be reviewed at minimum every three (3) years.