

**LIBRARY POLICY
POSTING OF PUBLIC SIGNS/ANNOUNCEMENTS**

- All postings are subject to approval by the Library Office. All approved postings must be date-stamped. Approved items may be posted for 30 days, after which time library staff may remove materials.
- Signs and announcements are to be posted only in designated areas, such as bulletin boards or the gallery display case.
- No signs are to be placed on the library's doors or windows except official library postings.
- Official university/library publications may be distributed at public service desks.
- Signs, posters, etc. not approved for posting, including signs or posters placed anywhere else in the Chalmer Davee Library, will be removed.
- Signage and other materials should not be rejected based upon the origin, background, or views of those contributing to their creation. The American Library Association affirms that all libraries are forums of information and ideas and should make space available to the public they serve on an equitable basis regardless of belief or association.
- This policy shall be posted in any area where public announcements are permitted.

Revised 10/24/2022