

Campus Library Posting Guidelines

Purpose: To provide guidelines for library spaces available to support advertising for campus while preserving the internal and external integrity of the library building and patron work environment.

Bulletin Boards

Bulletin Boards are available on the first floor of the building for flyers to be posted. Each bulletin board has a specific purpose. Only flyers relating to the theme or purpose of the bulletin board are allowed. The Campus Library staff reserve the right to remove any flyers that do not abide by these guidelines.

*Informational materials may be posted only on public bulletin boards. Such materials **may not be posted** on walls, exterior doors, chairs, columns, bathrooms or other surfaces that are not designated for such purposes.*

****Flyers will be removed every four (4) weeks**
Monitored weekly by Library Staff**

Student Government Elections (UWB and CCC) & Cram Night (UWB and CCC)

The Library allows 2 exceptions to the posting policy. Candidates for Student Government positions can post election materials and cram night coordinators from ASUWB & CSG can post promotional materials related to cram night. These materials must be posted on the unpainted concrete walls and posts (not on the white painted walls, the bronze walls or on glass doors). They MUST use blue tape which we will provide at the Information Commons desk. Signs posted on the skybridge must abide by the skybridge posting guidelines. Also, the candidates or student government groups are not allowed to put posters on top of existing signs (other candidates' posters or Library signs). All materials must be removed at the conclusion of the process by the group/individual that posted them.

Posting Locations:

Information Commons (1st floor):

- Library information and activities
- Campus activities
- Off-campus activities
- Posters advertising sales, services, business opportunities, jobs, rides, housing, etc.

Examples of off-campus activities include:

- Public lectures
- Cultural events
- Educational activities

Locked Glass Display Bulletin Board— located at the front entrance of the Library:

- Library information and activities
- Campus activities

Groups and individuals who wish to post information should present their poster to the person at the Information Commons Desk. Subject to approval from a Circulation Supervisor or Librarian, the flyer will be date stamped and posted and is subject to monitoring by the Library staff who are responsible for the maintenance of the bulletin board.

Skybridge

Request/Approval Process: All posting to the north and south skybridges must be approved by Library Administration. Requests can be sent via email to libadmin@uwb.edu, by phone (425) 352-5258, or in person in LB1-310.

- Campus library staff reserves the right to remove any posters that do not abide by these guidelines.
- Poster creators are responsible for hanging and removal of the posters.

Content: Priority will be given to information related to student events & activities.

Location: All posters must be hung in the bottom window only of the skybridge.

Duration: Duration of posting must be coordinated with Library Administration prior to hanging. General duration length should not exceed 2 weeks to allow for a variety of events. Length of posting can be adjusted depending on the event.