

Texas Woman's University

Library Policy Manual

Policy Name:	Posting Flyers in the Library (Denton)
Policy Number:	N/A
Next Review TWU:	N/A
Last Library Review:	April 2018
Next Library Review:	April 2019

Purpose:

To outline the Library's policy for distributing flyers in the building.

Definitions: For the purpose of this policy

Flyer – any paper, plastic, or cardboard item with the approved stamp that could be posted in the library.

Posting period – dates that events take place -- may be for an entire semester.

Policy:

All TWU bulletin board use is governed by the [Student Code of Conduct](https://www.twu.edu/policy/PolicyDocs/Policy%203.05%20Sexual%20Harassment.pdf). (TWU University Policy 3.05) <https://www.twu.edu/policy/PolicyDocs/Policy%203.05%20Sexual%20Harassment.pdf>

Library Guidelines:

1. Postings are limited to the designated bulletin boards.
2. Use only tacks when posting (no staples or tape).
3. Only one copy per bulletin board and it must bear the approval stamp from the Center for Student Development.
4. Be considerate of other postings as not to cover up or remove them.
5. Postings are taken down when the advertised event is over or at the end of each semester.
6. Library Security Guards oversee the bulletin boards and are responsible for removing postings.
7. All postings must bear the approval stamp.
8. Other TWU departments/units wanting to advertise in the Blagg-Huey Library should contact the Dean of Libraries for approval of distribution or to consider digital signage options.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 05-03-2018