

# POSTING POLICY

In order to keep postings on bulletin boards and kiosks current, the Law School community is required to follow these guidelines:

1. All announcements (including student organization special events and personal advertisements) must be date-stamped by the Information & Support Services front desk personnel, Burns Building, first floor (B102).

Student personal advertisements can include notices such as "roommate wanted," "lost items," etc. For profit business advertisements are not permitted.

2. Promotional announcements will be removed by staff following the special event; and notices and advertisements will be removed after 10 days.
3. All bulletin boards and kiosks are for general campus community use. As many as 6 announcements per any single student organization special event, or advertisements, will be date-stamped by the Information Center front desk (First Floor of Burns, B102) for posting in the areas listed below:
  - Burns Building (Main lobby bulletin board) – 1 flyer may be posted
  - Esplanade kiosk - 4 flyers may be posted
  - Library – second floor lobby, student message board, near pay phones – 1 flyer may be posted

(Items posted in areas other than listed above will be removed.)

4. Banners advertising pre-approved special events sponsored by student organizations may be hung on the railing located on the south side of the Rains Library Building and on the retaining wall located to the northeast of Merrifield Hall.
5. Notices not date-stamped will be taken down by a staff member.
6. One poster per pre-approved activity may be enlarged. The poster will be posted by staff on the bulletin board in the main lobby of the Burns Building ten days prior to the promoted event, and removed within 24 hours following the event. Student organizations should submit an 8 ½ "X 11" flier suitable for enlargement (flier must have 1" margins) to the Information & Support Services / Graphics department in the lower level of Founders Hall.