

# Bulletin Board and Posting Guidelines

## A. Purpose

The facilities of the University of Mississippi Libraries are for the primary use by its students, faculty, and staff in their efforts to advance the educational mission of the University. The Libraries provide bulletin boards to post announcements of events, brochures, and advertisements of interest to the campus community. No information will be posted that is inconsistent with or in violation of other UM policies, the UM Creed, State of Mississippi or federal laws or regulations, or any municipal ordinances. This policy is not intended to infringe upon the First Amendment rights guaranteed by the United States and Mississippi State Constitutions.

## B. Scope

The policies and procedures apply, but are not limited to, all University of Mississippi faculty, staff, students, affiliated organizations, and contractors, and the general public. This policy applies to all University Libraries facilities, including the exteriors of all buildings.

## C. Policy & Procedure(s)

### Posting Materials

- Bulletin boards designated for the posting of materials are designed to provide a means to advertise campus events, publicize services for students, faculty, and staff, and to inform of on-campus and off-campus activities.
- Posting materials are defined as any poster, flyer, sign, brochure, or other advertisement, made of paper or similar material for hard copies.
- Posting materials shall be placed only within the assigned area on each bulletin board but shall not be placed on top of existing current notices.
- All postings shall be made of paper up to and including 12" x 18" in size and affixed with pushpins. No tape of any kind is to be used to post material.
- No duplication of materials is allowed on one bulletin board.
- Materials may be posted for a maximum of three weeks.
- Sponsors of the events/services are asked to remove all posting materials from bulletin boards within 24 hours of completion of the event they advertise.
- In support of the diverse needs of our community, an ADA compliance statement should be included on any materials advertising events. Example: Persons with a disability, who need accommodations for this event, should notify XXXXX.

### Removal of Material

- Library employees will remove outdated and duplicate items each week. Every item is removed and Bulletin Boards are completely cleaned at the end of each semester.

### Prohibited Locations

- Postings are not permitted in areas other than designated bulletin boards. Nothing shall be affixed to any walls, windows, doors, or door frames, glass panels, or painted surfaces either outside or inside.

#### Violations

- Violation of these provisions constitutes grounds for removal of the material. The University reserves the right to charge back the cost of removal of any posting material and any associated repairs to any entity or individual that violates this policy.

#### Exceptions

- Requests for exceptions to this policy and questions about its application in specific cases should be directed to Library Administration, [libadmin@olemiss.edu](mailto:libadmin@olemiss.edu), 662-915-7091.

Effective Date: March 5, 2020

Approved By University of Mississippi Libraries Managers Group