

Texas Woman's University

Library Policy Manual

Policy Name: Posting Flyers in the Library (Denton)

Last Library Review: April 2023

Next Library Review: April 2024

Purpose:

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

***Note:** Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

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](#). (TWU University Policy 3.05)

Library Guidelines:

1. Postings are limited to the designated bulletin board in the Vending Area.
2. Use only tacks when posting (no staples or tape).
3. **Do not leave flyers on library tables.**
4. Only one copy per bulletin board and it must bear the approval stamp from the Center for Student Development.
5. Be considerate of other postings as not to cover up or remove them.
6. Postings are to be taken down when the advertised event is over or at the end of each semester.
7. All postings must bear the approval stamp.
8. Other TWU departments/units wanting to advertise in the Blagg-Huey Library should contact the Manager, Library Events and External Relations for approval. Digital signage is also an option.

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; rev. 04-26-2022;