

**VCU LIBRARIES
REGULATION MANUAL**

**Display or Posting of
Information Items**

Approved: August 9, 2001

Revised: January 17, 2003

Purpose

The regulation establishes guidelines for the display and/or posting of information items in the public areas (e.g., the bulletin boards, entranceways, foyers, lounge areas, on doors, in the elevators, etc.) of VCU Libraries facilities. This includes but is not limited to brochures, circulars, community newspapers, flyers, handouts, notices, or signs.

Display and Posting of Information

Information items may be posted or displayed only on bulletin boards established for that purpose in James Branch Cabell Library and Tompkins-McCaw Library for the Health Sciences. Two bulletin boards are provided.

A monitored bulletin board provides a controlled forum for information items related to Virginia Commonwealth University programs and services or for programs and events pertinent to VCU students, staff and faculty. Prior approval from the VCU Libraries is required in order to display or post materials. All requests for display or posting must include the name, telephone number, and email of a person who will be responsible for the request and for questions related to the request. Approved items will be posted for a maximum of 30 calendar days.

An unmonitored bulletin board provides an open forum for information items of any kind. Any member of the community may post items to this bulletin board for any purpose. The VCU Libraries does not review materials posted to this bulletin board, but does clear the bulletin board of all materials every 30 days.

The Libraries will remove all materials displayed or posted in library buildings outside of these bulletin boards. Public areas will be monitored daily and materials promptly removed and recycled.