

Display or Posting of Information Items

Policy Type: Local

Responsible Office: VCU Libraries

Current Revision Approved: 02/13/2019

Policy Statement and Purpose

This policy establishes parameters for the display or posting of information items in VCU Libraries. Information items include but are not limited to digital signage, brochures, circulars, community newspapers, fliers, handouts, notices, posters, or signs.

Contacts

VCU Libraries officially interprets this policy. Please direct policy questions to the VCU Libraries Director of Communications and Public Relations.

Policy Specifics and Procedures

With the exception of the designated bulletin boards listed below, only VCU Libraries may post materials or physical or digital information throughout VCU Libraries buildings. These materials typically pertain exclusively to VCU Libraries' own programs, services, or events.

VCU Libraries permits registered student organizations, university departments, and VCU students, faculty, and staff to post information items on designated bulletin boards, and encourages bulletin board users to engage in civil discourse consistent with the university's values of inclusion and community.

Non-VCU Libraries materials posted outside of designated bulletin boards will be removed immediately. In addition, postings that fail to comply with the VCU Code of Conduct, VCU Student Code of Conduct, Reservation and Use of Space, or other applicable university policies may be removed. Violations may result in disciplinary action under the applicable policy.

Bulletin boards are located in the following designated areas:

1. James Branch Cabell Library. Open bulletin boards located on the second and third floor. VCU Libraries clears these bulletin boards of all materials at the beginning of each month.

2. Health Sciences Library. Mediated bulletin boards located on the first and second floor. Posting is by library staff only, and requests must be submitted to the service desk. All requests 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. Postings meeting these requirements will be posted for a maximum of 30 calendar days.

Related Documents and Policies

1. [VCU Code of Conduct](#)
2. [VCU Student Code of Conduct](#)
3. [VCU Reservation and Use of Space Policy](#)