

6035P CAMPUS SIGNAGE PROCEDURE

Dedicated bulletin boards: Each campus has a number of designated/assigned bulletin boards in the corridors for departmental use to communicate information to students and the general public. These bulletin boards are labeled as such, and must be maintained and updated periodically by the respective departments.

General purpose bulletin boards: A number of bulletin boards on campus are labeled for general use and are utilized to post announcements, general information, and advertisements. Employees and students are encouraged to follow these guidelines:

- 1) Post signs that fit appropriately on bulletin boards
- 2) Include a date on all advertisements and class/meeting notices
- 3) Private party advertisements may be removed after a 3-week period
- 4) External organizations who wish to have signs posted on campus must bring the signage to the campus receptionist, who will arrange for the posting of the signs in the appropriate locations in a timely manner.

Poster display racks are installed in various locations on campus. These display systems can be used for posters of high quality and appearance. The posters can be changed out only by facilities staff or other designated employees. Requests for displaying posters in racks must be submitted to Facilities via Grouplink.

When bulletin board space or poster display racks are not available, signs and posters will be restricted to block or brick walls, steel frames, or doors, where taping is less likely to cause any damage to paint finishes. Those removing signs from various surfaces are also encouraged to remove the tape. Signs cannot be taped over room identification signs, as the Braille print cannot be covered.

*Drafted by Facilities Committee Signage Task Group
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