

Guidelines for Posting on Community Bulletin Boards

These guidelines apply to all Syracuse University Libraries facilities, including Bird Library, Carnegie Library, and King+King Architecture Library.

There are two community bulletin boards in Bird Library on the first floor next to each vending machine area, one on the Waverly Street side of the building and the other near Pages Café. There is also a Libraries' maintained community bulletin board outside the librarians' offices in Carnegie Library for student, faculty and staff use.

As a reminder, the Libraries encourages the use of community bulletin boards to share information about opportunities, events, courses, etc. by individuals or groups. Please note:

- Signs are only permitted to be posted on the designated community bulletin boards. They may not be taped, glued, or put up in any other parts of the building.
- Signs that are posted should include the sponsoring organization and a contact department or person.
- Marketing communications will routinely monitor the bulletin boards and remove any signs that are outdated.
- Graffiti or marking on the actual board is not permitted and is considered vandalism, just like any markings on any walls or furniture is considered vandalism. DPS will be notified if vandalism is discovered.
- Hateful speech is never permitted and if found, DPS will be notified.
- If flyers are found posted in areas outside of the bulletin board, we ask that they be moved to the designated bulletin boards.
- In certain situations, we may receive requests from groups to deviate from the normal policy on signage. In these instances, it is at the discretion of the Dean to approve exceptions to the policy.

Thank you for creating a culture that embraces sharing information among the campus community.