

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Posting Announcements Policy	Page 1 of 2
Policy Number: LIB-SPACE-211	Supersedes: N/A
Effective Date: November 19, 2015	Previously Issued: March 23, 2015

**1. Statement of Policy:**

1.1. This policy is intended to set parameters for the display of materials in the library – including walls and counters throughout the library, Starbucks display cases, and digital signage – and establish protocols by which external individuals and groups may request to display materials in these spaces.

1.2. Library Administration is responsible for this policy.

**2. Definitions**

2.1. Library-sponsored programs: initiatives or programs for which the library is a co-sponsor or partner.

2.2. University-sponsored programs: initiatives or programs that engage, reach, or promote the entire university campus.

2.3: LMU affiliates: LMU students, staff, and faculty.

2.4. Outside individuals and groups: individuals or groups not directly affiliated with the university.

**3. Policies/Procedures:**

3.1. Display materials in the library

3.1.1. With the exception of materials for library-sponsored programs, no flyers, table tents, posters, easels, or pamphlets may be posted anywhere in the library without permission from Library Administration.

3.1.1.1. Permission for non-library materials to be displayed in the library will only be given to requests from university-sponsored, academic programs ([see 2.2](#)). Exceptions are at the discretion of the Dean of the Library.

3.1.1.2. Requests for posting physical materials promoting university-sponsored programs in the library should be directed to the [Administrative Specialist](#) in Library Administration.

3.1.2. LMU affiliates wishing to display library-approved poster boards in the library must use their own easel.

3.1.2.1 The William H. Hannon Library reserves the right to remove or relocate poster boards and easels if the library becomes too crowded.

3.1.3. LMU affiliates wishing to leave promotional materials in the library may leave neat stacks of small flyers, pamphlets, or cards at the kiosk at the library entrance, or on the counter at Starbucks ([see 3.2.4](#)) without explicit permission.

3.1.4. Materials from outside individuals or groups may not be posted or displayed in the library ([see 3.2.4](#))

3.1.5. All materials left or posted without permission will be removed and discarded.

## 3.2. Starbucks

3.2.1. Library-sponsored programs have priority for space in the glass display cases.

3.2.2. If the library does not require the use of all three display cases, material from LMU affiliates will be posted on a first-come, first-served, space-available basis.

3.2.3. In the event that we have more requests than space available, priority will be given to posting materials for LMU programs or initiatives that are educational, instructional, and align with the library's mission.

3.2.4. LMU affiliates and outside individuals or groups may leave promotional materials on the counter underneath the televisions at Starbucks without explicit permission from library administration.

3.2.4. LMU affiliates wishing to post flyers or posters in the glass cases at Starbucks should contact the [Administrative Specialist](#) in Library Administration.

## 3.3. Digital Signage

3.3.1. The first two digital signs in the library entrance belong to University Relations. Any questions or concerns about content on these signs should be directed towards the [Director of Donor Relations](#).

3.3.2. The content on the two digital signs adjacent to the elevator is primarily dedicated towards promoting library-sponsored programs, news, services, and collections.

3.3.3. The library will honor requests for content promoting university-sponsored, academic programs ([see 2.2](#)) to be displayed on the library's digital signage. Exceptions are at the discretion of the Outreach and Communications Librarian or Library Administration.

3.3.4. Requests for promoting university-wide programs on library digital signage should be directed to the [Outreach and Communications Librarian](#).