

POSTING MATERIALS ON BULLETIN BOARDS IN THE CANNELL LIBRARY

Clark College Administrative Procedures guidelines (section 500.000 facilities) indicate the library bulletin board(s) as Class B Bulletin Board(s). These boards post information of a departmental, administrative, faculty, or student services nature only.

Due to the limited space on the library board, priority posting is for materials related directly to the campus library or for college information notices or individual campus event posters.

If space permits, announcements for events at other college campuses or announcements of general cultural interest such as public art shows or science exhibit announcements will also be posted. However, Clark College events have priority.

All postings **must be approved by the Library Circulation Supervisor** or designated personnel. Materials will be removed if they are outdated, or if they do not fall within these guidelines.

The following will be enforced to encourage proper use of bulletin boards on campus:

1. Signs are not to be placed on wood, painted, plastered, metal or glass surfaces, with the exception of private office doors.
2. Thumb tacks are only to be used for temporary, dated materials on bulletin boards.
3. In the case of College-related emergencies and/or urgent notices of a temporary nature (such as class cancellations), signs may be affixed to the normally restricted surfaces, but only if absolutely necessary. Tape only may be used to affix signs under these circumstances.
4. Signs are not to be placed on exterior building windows under any circumstances.
5. All signs must bear a date. Material may be posted for a maximum of 14 days, but shall not remain in place later than the date of the event.
6. Signs placed in improper places or improperly hung may be removed immediately by Library personnel.
7. The maximum size of any sign 11" by 17" unless otherwise approved by Library personnel.
8. One sign for the same event is permitted per bulletin board.