

# Utah Tech University Library Internal Guidelines & Procedures

## Posting Advertisements

- 1.1. Only academically or educationally related fliers or posters may be put up in the library.
- 1.2. Fliers and posters must be stamped by the Circulation department or Library & Learning Services administration office. Items can be posted for a maximum of fifteen days, or until the completion of the event, whichever is first. After this time, all materials must be removed.
- 1.3. Fliers and posters may then be put up only on the north and south side of the columns on the 2nd floor. Posters cannot be put on windows or walls in classrooms, study rooms, or conference rooms.
- 1.4. A maximum of two fliers/posters per event may be posted. The use of removable tape is highly suggested. No packing or duct tape may be used on the glass.
- 1.5. The Utah Tech University Library is not responsible for missing, stolen, or outdated items.

---

Guidelines Owner: Dean, Library & Open Learning Services

Guidelines Steward: Library & Open Learning Services Administrative Specialist

Revised: June 2022