

**Drake University Law Library
Posting Policy**

Approved: September 9, 2014

Last Updated: Jan. 20, 2023

- I. The Law Library has the following bulletin boards:
 - a. Two bulletin boards on the wall near the Information Desk;
 - b. Three bulletin boards along the west wall on the second floor;
 - c. Such additional boards that may be needed temporarily for special events, announcements, weather related library closings, etc.

- II. Only the bulletin board closest to the Law Library's Information Desk may be used to promote University events. Prior approval is not needed to post an item on this bulletin board, but before posting, please write that day's date on a corner of the flier. Although the board is primarily intended to promote events, as space allows, people may post signs advertising other University business, such as services, ongoing groups, or policy reminders. Library staff reserve the rights to 1) remove postings that violate this policy, and 2) remove older postings.

- III. Law library doors and the glass surrounding them are not to be used for announcements or general signs, but may be used for library signage.