



CAL POLY

Robert E. Kennedy Library

Bulletin Board Posting Policy

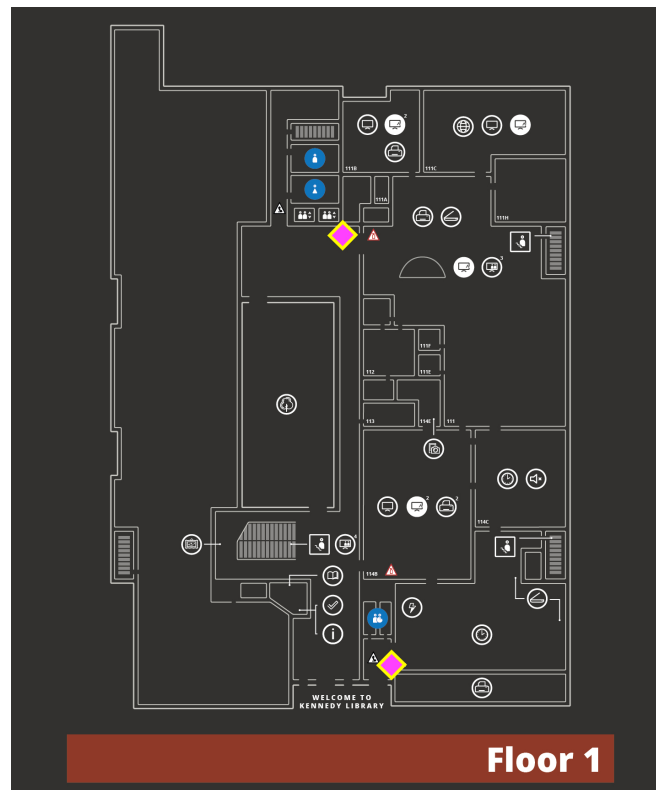
Kennedy Library's Bulletin Board Posting Policy follows CAP 146.7.2 *Posting and Signage*, which may be viewed at:

www.policy.calpoly.edu

- **Signage posted less than one week DOES NOT** need library administrative services approval, but is subject to CAP 146.7.2 *Posting and Signage* which states "the University otherwise reserves the right to remove temporary signage (non-commercial and commercial) if it is not in compliance with University policy"
- **Signage requiring longer than one week posting** shall be approved by Library Administrative Services in Room 204. If approved, Library Administrative Services will provide approval stickers noting the date for removal.
 - In general, approval requires the event to be directly related to Cal Poly such as a club activity, campus event, department event, or benefit to the student body as a whole.
 - The library reserves the right to withhold approval for posting longer than a week for reasons including but not limited to: time of quarter, number of requests received, number of requests per group received, etc.
- **PLEASE NOTE:** Flyers and Posters are allowed ONLY on bulletin boards. Any flyers found on walls, elevators, bathroom stalls, mirrors, windows, etc. will be removed, all previously approved postings on existing bulletin boards will also be removed, and prohibited postings may result in a future ban to the organization for future postings in the library. The organization may be held responsible for any damage to the campus facilities from incorrectly posted signage.



Bulletin Board Locations by Floor





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