Saint Albert Hall Library
Guidelines for Posting Announcements & Banners

The Library restricts the posting of any announcements of upcoming events to the existing bulletin boards in the lobby area. Unauthorized posters or event announcements may not be taped to interior or exterior windows, doors, or walls of Saint Albert Hall, but staff will be glad to help find a more appropriate location for these items.

Anyone wishing to attach an announcement or banner to the second floor balcony must adhere to the following:

► Complete the Proposal for Library Exhibit Form. All proposals are pending until approved and signed by the Dean for Academic Resources.

► Only professionally produced banners that can be attached to the railing WITHOUT TAPE will be approved.

► No "butcher paper and tape" posters will be approved for the balconies.

► Banners must be removed by the owner as indicated on the Proposal.

Any questions or requests for approval of banners must be addressed to the Circulation Supervisor on duty (Steve Stonewell or Norm Partridge), or the Head of Access Services (Sharon Walters).

For general guidelines about posting on campus, see the 2010-2011 Saint Mary's College Student Handbook. Questions about campus guidelines should be addressed to Student Involvement and Leadership (SIL) at x4704.