

Eastern Michigan University University Library Policy

Signage Policy for the EMU Library

Signs are used in the Bruce T. Halle Library building to communicate general and specific messages to patrons within its physical surroundings. Authorization by Library Administration is needed to post signs.

There are designated places for fliers and postings by students, groups and others on the Library's bulletin boards on the ground and first floors. No authorization is needed for university related bulletin board posts.

- I. Types and Formats of Signage
 - A. Paper
 - i. Tabletop
 - ii. Carrel
 - ii. Pedestal/Arrows
 - iii. Restroom Stall Frames
 - B. Electronic

All paper library signs will be in standardized format, as indicated by the EMU policy at: http://www.emich.edu/communications/documents/emu_id_standards.pdf

- II. Authorization to Post Signage
 - A. Permanent
 - i. The Physical Plant department and Library Administration will approve permanent signs.
 - B. Temporary
 - i. The Library Administration Office will review signs for emergencies and temporary events.
- III. Posting of Signage
 - A. Signage posted without authorization will be removed. The members of the Library's Marketing Team are responsible for identifying needs for new signage and monitoring existing signage.
 - B. No signs may be taped to the walls of the building. Administrative staff or any other members of the library faculty and staff will remove these signs.

Effective date : 4/16/2015

Direct questions about this policy to: Library Administration