	HEALTH SCIENCE LIBRARIES AND TECHNOLOGIES	APPROVED BY: SR. LEADERSHIP TEAM
	SECTION: Policies & Procedures	DATE: OCTOBER 2007
	Posting or distributing leaflets, flyers, or posters within HSLT-designated space	PAGE: 1 of 2

1.0 Purpose

HSLT strives to ensure that all library users have free and open access to information and ideas. Maintaining an orderly appearance, appropriate to a respected University campus and Medical Center, also is important.

In keeping with its mission and as a public service, the library provides spaces for exhibits, the posting of announcements, and the distribution of leaflets and other printed material not generated by the library itself. This space is available to both internal and external organizations; of a civic, cultural, educational, or recreational nature. The intent is to give access to as much community information as possible. The library does not endorse and is not responsible for the views expressed in an exhibit or in any of the material to be distributed or posted. Acceptance or rejection of material for display does not imply approval or disapproval of the ideas or opinions expressed.

HSLT reserves the right to refuse to post, and the right to remove announcements, posters, displays, or exhibits which do not meet the above criteria.

2.0 Scope

This policy applies to all HSLT facilities, including:

- Edward G. Miner Library (Medical Center),
- Basil G. Bibby Library (Eastman Dental Center),
- Williams Health Sciences Library (Highland Hospital).


3.0 Authorized Activities

Cooperation among all HSLT staff is essential to creating an attractive and pleasant environment for students, faculty, staff, alumni, and visitors.

All HSLT staff are empowered to make decisions about whether materials are acceptable for posting.

Decisions will be based on relationship of materials to the mission of HSLT, the Medical Center, and the University. Availability of space and size and/or quantity will also be considered. Priority for space always will be given to library-sponsored activities or events.

Materials written in a language other than Standard American English must contain an English translation.

	HEALTH SCIENCE LIBRARIES AND TECHNOLOGIES	APPROVED BY: SR. LEADERSHIP TEAM
	SECTION: Policies & Procedures	DATE: OCTOBER 2007
	Posting or distributing leaflets, flyers, or posters within HSLT-designated space	PAGE: 2 of 2

4. Unauthorized Activities

The following items may not be posted on bulletin boards or left in material distribution areas:

- Personal ads.
- Materials that support or oppose any current or pending ballot measure or political candidate.
- Materials asking visitors to sign a petition or letter.

Materials shall not be posted in areas other than designated posting areas. Any material found on walls, book ranges, doors, in restrooms, elevators, etc. will be removed and discarded.

Questions pertaining to the posting of material in the library should be directed to the library Administrative Office.

5.0 Enforcement

Persons who violate the guidelines shall be asked to modify their actions. If they persist in inappropriate behavior or become verbally or physically abusive, HSLT staff will summon University of Rochester Security Services.

References

UR Policy #106: “Policy Against Discrimination and Harassment”

History

10/07 Approved by HSLT Senior Leadership
 03/08 Modifications to Section 3.0 (S. Andersen)