



GERALD R. SHERRATT LIBRARY

GENERAL LIBRARY PROTOCOLS

Policy No.: B.2.0

Date: 6/96; 10/00; 11/13

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SUBJECT: Library Signs

I. Purpose. The signage in the library was designed in a consistent manner to assist patrons to utilize the facility. Standard building signs in green polymer will be ordered if signs are intended to be permanent.

II. Procedure. ALL additional signs in the library within public view must have the approval of the Outreach Librarian as to the type of sign and placement. The following criteria should be considered prior to seeking approval:

- A. There will be NO handwritten signs in the public areas. All new signs must be created using the approved library sign templates and fonts which are available on the share drive, in the Outreach/Signage folder.
- B. Signs posted should be of a general nature, not for a specific course or group of students.
- C. Signs should be affixed to the walls with adhesive that can be easily removed and not leave an unsightly mark. Signs should only be placed on painted walls with permission. No signs or visuals should be placed on interior windows.
- D. Temporary signs (holiday hours, special closure, etc.) must be immediately removed when the event is completed.
- E. Signs placed on library bulletin boards must have campus approval.

III. Digital Signage. All digital signs must abide by this policy and have the approval of the Outreach Librarian prior to dissemination.