

Kelvin Smith Library - Public Posting Policy

Date Approved: 08/05/2024

Effective Date: 08/05/2024

Responsible Position: Vice Provost and Lindseth Family University Librarian and the Associate University Librarian for Access, Research, and Engagement Services

Responsible Office/Department/Team: Yolanda Cooper and Jen Green

Related Legislation / Policies:

[CWRU Division of Student Affairs](#)

[CWRU Facility Policies](#)

[CWRU Freedom of Expression Policy](#)

[CWRU Discrimination Policy](#)

[CWRU Student Conduct and Community Standards](#)

Review Period: 5 years

Date of Last Review:08/05/2024

Relates to: library visitors, including students, employees, contractors, and the greater community

I. Policy Statement

This policy and related procedures apply to the posting of information and advertising materials, donation boxes, and other promotional items within the Kelvin Smith Library and on its premises. It applies to all library visitors, including students, employees, contractors, and the greater community. Posting within the library is considered a privilege and the library administration reserves the right to regulate the posting and distribution of all public posted materials.

II. Purpose of this Policy

The purpose of this policy is to establish guidelines for the posting of information and advertising materials within the Kelvin Smith Library and its surrounding areas. Kelvin Smith Library is a popular campus facility and a prime location for promoting events and services offered by various campus groups. In the spirit of fostering campus community partnerships and facilitating appropriate information dissemination to library users, KSL supports the promotion of non-library events and services that directly benefit the campus community. Promotional material is subject to review and may be allowed if they do not disrupt library operations or the scholarly environment and are displayed only in designated areas within KSL. Additionally, the policy seeks to maintain a safe environment by adhering to fire and safety codes, comply with related campus policies, and preserve the aesthetic quality of the library premises.

III. Definitions

Patron: Refers to any individual who utilizes the resources, services, and facilities offered by the Kelvin Smith Library. Patrons include students, faculty, staff, alumni, and members of the general public.

Policy: Means any regulations, in written or electronic form, of the University including, but not limited to the Student Code of Conduct, undergraduate, graduate and professional school academic integrity policies, and undergraduate/graduate/professional school handbooks and catalogs.

Library Property: Any item that is owned by the library, including books, computers, equipment, furniture, and other resources and property in the possession of or owned, used, or controlled by the University.

IV. The Policy

The library assumes no responsibility for the content of materials produced by other campus and community groups.

The library reserves the right to remove and dispose of expired materials or any items considered potentially offensive or in violation of campus policies.

Groups that are holding events in KSL may post an approved sign on the day of the event to provide direction. Signs must be removed after the conclusion of the event. Any unauthorized signs will be removed and discarded.

Due to space and security limitations, the library limits requests to place donation collection boxes and bins. To submit a request, please contact Library Administrative Services (ksl-mail@case.edu) with details, including the name of your organization, the organization that the box will benefit from, the types of items that your group is collecting, and how long the box is requested to be at the library. Boxes and bins may be considered for a maximum period of two weeks. Boxes that have not been approved will be removed.

V. Posting Areas

Permitted posting areas:

- Public bulletin boards located on the first, second and third floors.
- Lobby area literature holders
- Other locations may be available as approved by library administration.

Prohibited posting areas:

- All windows, doors, stairwells, and exterior surfaces
- All artwork and sculptures, furniture and seating, elevators and trash cans
- Library property that is not approved for posting