

University of North Florida  
Thomas G. Carpenter Library  
Lobby/Foyer Display Policy

This policy governs the selection and placement of all items displayed in the library lobby/foyer, including but not limited to:

- literature
- publications
- free-standing displays
- donation boxes

Such items must be approved by the Head of Access Services or the Director of Public Services. Materials must be related to events and activities that support the University or Library mission, and/or be campus, community or civic related.

All other materials will be displayed solely at the discretion of the Head of Access Services or the Director of Public Services. Please note the following:

- Items on display in the lobby/foyer area may not impede entrance or egress to the library facility.
- Items must remain six (6) feet away from the security gate antennas.
- No flyers or announcements (except those relating to library operation) may be posted on any glass surfaces in the lobby and foyer. Items attached to the glass by anyone other than Library personnel will be removed immediately.

All food/donation boxes will be approved on a case-by-case basis, dependent on space availability. The Library has the right to remove or reject requests to display food/donation boxes at the discretion of the Head of Access Services or Director of Public Services. All boxes must show an expiration date/date of removal and contact information (name, phone number and e-mail). Materials left after the removal date will be discarded.

The Library does not provide a public bulletin board for the posting of announcements such as those approved by Student Affairs. Bulletin boards for these types of announcements are provided in strategic locations throughout the campus.

August, 2007