

Library Bulletin Board Policy

Purpose

The Waterfront Library provides a bulletin board for University students, faculty, and staff to post announcements and information. The Library utilizes the following policies for bulletin board postings.

General Policies

Before items can be posted on the Library bulletin boards, they must meet the following requirements:

- Items must first be approved by the Library Director or other Administrative Librarians.
- Items must be HPU-related.

HPU students, faculty, and staff interested in posting an item on the Library bulletin board can bring their flyer or announcement to the Waterfront Library circulation desk. Once approved, Library staff will stamp the date on the item and post it for the patron.

For event advertisements and announcements, the Library follows the University's policies for Advertising as detailed in the [Registered Student Organization \(RSO\) Handbook](#).

Several bulletin boards are available on each campus to post flyers. Flyers must first be approved and stamped by the Office of Student Activities. For approval of flyers and for a list of bulletin boards, take your flyers to the Office of Student Activities at Aloha Tower Marketplace.

To have a flyer or poster displayed on other boards around campus, it must be accepted by each department. Do not post flyers on glass windows of buildings, in stairwells, on walls or structures, or on any property (including trees) lining Aloha Tower Marketplace or on Fort Street Mall on the Downtown Campus.

Publicity materials posted on HPU bulletin boards are subject to the following conditions:

- Materials will be taken down 30 days after posting or the day after the event.
- Materials must be stamped by the Office of Student Activities and approved by the office responsible for each board upon which they are posted
- Materials must be placed on the bulletin board, not on adjacent surfaces.

Items posted without approval will be removed.