

## Posting of Flyers and Posters on Campus by Student Organizations

The University provides a number of places for posting advertisements or notices. **Students or student organizations must designate on each poster the sponsoring individual or group posting the notice.** Posters advertising activities must be removed by the sponsoring group within three days of the termination of the event. Student organizations are limited to one poster per event in any single display area.

Commercial advertising and/or posting of personal notices except where designated is prohibited.

### PROHIBITED POSTING AREAS

Exteriors walls and doors of campus buildings	Waste receptacles
Trees	Elevators
Telephone poles	Library book drops
Light poles	Bridges
The ground/sidewalk (do not tape anything to the ground!)	The Sample Gates
Bus passenger shelters	

## Where To Post Flyers and Posters on Campus

### Residence Halls

Posting of flyers is a courtesy to the requesting organization/sponsor. Posters must first be approved by the Director of Residential Life, Residential Programs and Services, 801 N. Jordan Ave.

- The location of public postings/areas will be determined by each respective center
- Only two posters/flyers will be posted per center (except none in Union Street Center)
- Please visit <http://www.rps.indiana.edu/advertising.cfml> for more information

### Indiana Memorial Union

*Bulletin Board at the Commons Lit Desk (behind Burger King)*

- Up to 5 posters
- No bigger than 14 x 22
- Must include name of sponsoring organization

- Tacks or pushpins ONLY- no staples or tape  
*T-Stands placed throughout the Mezzanine and 1st floors*
- Reserve these in the Meeting Support and Reservations office, Mezzanine Level across from the Frangipani Room).
- Table Tents in the Food Court seating area*
- Reserve through the IMU Associate Directors Office 855-3561.

### Student Life and Learning

- At the posting strips located in the office's hallway

### Wooden Kiosks

Wooden kiosks have been placed in the high traffic areas of the campus to facilitate the posting of notices. Promotional materials, including posters and fliers, placed on the kiosks do not need to be approved by Student Life and Learning. Kiosks are located in the following areas:

- Across from the northeast corner of Ballantine Hall
- The walkway to the north of the Chemistry Building
- The Dunn Meadow area adjacent to the Commons entrance
- The northeast corner of Woodlawn field

### Academic & Administrative Buildings

Posters and fliers for bulletin boards MUST be approved by the department or Office Manager in the building's Central Office.

### Wells Library

#### *InfoShare Days at the Wells Library*

The first Tuesday of each month is "InfoShare Day" at the Wells Library. Student groups can register for a table to share information about their organization. Approximately 7,000 students and faculty visit the Wells Library each day so this is a good way to share information and connect with people. Policies and information are available at: [www.libraries.iub.edu/infoshare](http://www.libraries.iub.edu/infoshare). Sale of any merchandise is not allowed in the Wells Library Lobby.

#### *Posters and Flyers*

If your organization has posters or fliers prepared to publicize an event there are options for posting them at the Wells Library. The designated bulletin board near the down escalator is available for public use. The board is cleared on Tuesday of every week. The glass cases outside of the Herman B Wells lobby entrances are available for posters advertising IU events. Please drop off your item for posting to the Learning Commons—West Tower first floor reference desk.