

## UST Libraries Signage Policy

The University Libraries strive to ensure that library visitors encounter spaces that are welcoming to all and conducive to scholarship and learning. To that end, the Library Management Team has approved the following standards for signage in University Libraries spaces.

All signs must comply with the University of St. Thomas [Nondiscrimination and Anti-Harassment Policy](#).

Signage should positively contribute to the aesthetics of the UST Libraries. Signage must be succinct, legible, strategically located, cohesive, and visually appealing.

**Permanent in-library services and wayfinding signs** are under the purview of the Director of University Libraries in conjunction with Facilities Management.

**Short-term library signage** must be created using a Marketing and Communications Request. Ideally, library employees should submit a Marketing and Communications Request 10 working days in advance, if possible.

**Emergency and out-of-order signage** must be dated and initialed. Library employees should take down the signage once the emergency is over or the situation is remedied.

**Paper flyers and informational pieces** about campus or community activities may be posted on designated bulletin boards only.

### Designated Posting Area

- UST Libraries (O'Shaughnessy-Frey, Keffer, and Ireland) have designated bulletin boards near the front doors for flyers. Push pins are provided.
- Flyers must be approved and stamped at the Library Services Desk prior to posting.
- Signage is not permitted to be posted in any other location (including but not limited to the tables, walls, doors, water fountains, and floors inside the building; or outside the building on the windows). Library staff will dispose of signs in non-designated posting areas.

### Size and Content of Postings

- Items should be no larger than 11 x 17 inches.

Last updated 9/16/2025

Approved by Office of General Counsel 10/15/2025

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- Postings should include the individual, organization, or contact person. Event postings should also include the date and time of the event.
- Posted items will remain on the bulletin board until the end of the semester or the date of the event, whichever comes first.
- UST Library staff reserves the right to remove any signage found offensive or in violation of St. Thomas policies.

Please see the UST Libraries [Exhibits Policy](#) if your group or organization is interested in hosting a display, exhibit, or table in the library.