

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	January 2001
Section 2.1	Official Publications	Revised:	October 2010
<b>Policy 2.1.5</b>	<b>Postings</b>	Responsibility:	Vice President and Chief Financial Officer

## **POSTINGS**

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### **Policy**

Departmental and individual postings are not permitted on the Health Science Center’s public interior and exterior walls, windows, doors and elevators. These postings include advertisements, directional signs or similar notices. If a department or sponsors of an official Health Science Center event choose to post directional or informational notices, production work and easels to display the signs should be requested at cost from the Office of Educational Media Resources, or signs can be approved by the Dean’s Offices for buildings located outside of the main entrance of the School of Medicine. The cost of producing and the work for setting up and removing the signs will be borne by the office requesting the signs. All signs should have a professional appearance. The content of easel-mounted signs in the Health Science Center hallways and public areas should be pre-approved by the Office of External Affairs or the Dean’s Offices as noted above.

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### **Public Bulletin Boards**

The Health Science Center has public bulletin boards placed throughout the Health Science Center. Individual postings on these boards should be no larger than 8½ by 11 inches, with appropriate language and graphics. Health Science Center telephone numbers, except for research and clinical activities and Health Science Center events, are not allowed to be used on individual notices or advertisement postings. Each individual is responsible for the removal of their own notices after a reasonable period of time. The Health Science Center is not responsible for removing notices from these boards unless the notice is deemed inappropriate. There is no guarantee that notices placed on public bulletin boards will remain posted, due to the actions of other individuals.

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