



Medical Library Sign Policy

eda-lib-0006

About This Policy

Effective Dates:

08-23-2023

Last Updated:

03-06-2024

Responsible University Administrator:

Gabriel Rios, Library Director

Policy Contact:

Michael Wilkinson, miawilki@iu.edu

Scope

Indiana University School of Medicine (IUSM) faculty, staff, and students.

Policy Statement

IUSM students, staff, and faculty may post announcements, advertisements and classified ads that promote collaboration and community.

Reason For Policy

The policy is in place to manage where signs are posted in the library and the length of time they are posted.

Procedure

The medical library has a digital sign and five bulletin board posting sites. They are located on the first, second and third floors outside of the restrooms in the southeast corner of the library; on the first floor by the stairs; and on the second floor near the elevators.

- Every sign should have a date, either within the text or a “posted date” written somewhere.
- Signs may remain for 30 days after posted date or one day after event ends.
- Library staff will add a posted date if none exists and the sign will be removed 30 days after that date.
- Library staff may remove postings at their discretion.

Please inquire about posting to the library’s digital sign by emailing rmltech@iu.edu

- Digital signs shall be posted for no longer than one week.
- Digital signs that promote events held at the Ruth Lilly Medical Library shall have first priority; all other signs shall be at the discretion of library staff.
- Accuracy of information on the digital sign is the responsibility of the person, group or office submitting the sign.
- Please allow 7 days for digital signs to be posted.

Additional Contacts

Digital Sign: RLML Tech Team, rlmltech@iu.edu

History

1. Policy created on 23 August 2023.
2. Organization and style updated on 06 March 2024.