

Library Posters and Flyers Policy 04.09.2025

The UAB Libraries welcome posters and flyers from UAB student groups, academic departments and other organizations that promote events and activities. Flyers may be posted for up to two weeks and need prior approval by a library supervisor. Please note restrictions as listed below.

Posting Guidelines

- Posters must have clear evidence of a student group/organization sponsorship, must be of direct benefit to the students, faculty and staff of the UAB community and have the UAB affiliation clearly displayed.
- Posters/fliers should not be found in bad taste/blatantly offensive to any group on campus.
- Posters/fliers should not display any form of harassment.
- Posters/fliers may not promote alcohol consumption and should comply with university solicitation regulations.
- No handwritten signage (e.g., posters with markers, chalk boards, dry erase boards) may be used to advertise in the library.
- No personal business signs, fliers, menus, promotional items, or displays may be used in the library apart from those used during approved promotional tabling.
- Space is first-come, first-serve. Students/groups may NOT remove any items from bulletin boards unless the flyer/poster is outdated.
- No signage is to be placed on exterior facing windows with the exception of facility hours and standard building signage as approved by Library administration.
- Please **do not** use tape on a painted wall or post in an unauthorized area, such as staircases and restrooms.

Poster/Flyer Removal

Expired posters will be removed as needed. Posters not meeting the above guidelines will be removed by library staff immediately.