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Policy Name

4.4450 Dr. Frank A. Franco Library Learning Center Bulletin Board Usage Policy

Purpose and Scope

This policy defines bulletin board usage for the Dr. Frank A. Franco Library Learning Center ("Library").

This policy applies to students, faculty, staff and the public.

Responsibilities

Title or Role	Definition and What They are Responsible For
Library Director	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

The library reserves the right to post only those items deemed worthy of posting. Generally, posted items are restricted to those of specific interest to the Alvernia University community. Posting of items concerning employment opportunities or the sale of property and services is at the discretion of the Library Director. If the bulletin board is full or cluttered, the library staff may refuse to post a new item.

All announcements, flyers, and notices will be posted by the library staff. All items will be posted neatly. The library staff reserves the right to post a reduced photocopy of the original notice.

Policy Procedure

Approved versions of this policy will be posted on the Library Portal.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy Exception form (linked below) and submitting it to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Dr. Frank A. Franco Library Learning Center policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
07/2022	Initial Draft from Webpage
5/9/2024	SLT Approval