

Advertising and Posting Flyers Policy

The Simon Schwob Memorial Library provides bulletin boards for posting notices, flyers, handbills, cards, advertisements, signs, posters, announcements, etc. These boards are on the first floor and are between the vending machines and the Service Desk. Posting non-CSU related notices in the public areas of the library, except the designated bulletin boards, is prohibited. Do not tape or pin flyers to the library walls, furniture, or elevators, which will damage them. In addition, for those seeking ways to promote CSU affiliated events, consider utilizing digital signage around campus. To place digital signage requests, contact Student Life & Development: sld@columbusstate.edu.

Public areas include:

- Study rooms
- Forum
- Restrooms
- Einstein's Bros. Bagels Cafe
- Computer lab areas
- Columns and walls
- Hallways and doors
- Elevators
- Bookshelves

This policy is intended to:

- Maintain the library as an attractive and uncluttered environment.
- Minimize damage to the building walls and furniture.
- Increase the effectiveness of notices and signs posted by library staff, which are intended to assist and inform those who use our resources.

For more information, see the [university's advertising policy](#).