



AMERICAN
UNIVERSITY
OF BEIRUT

University
Libraries

POSTING IN THE LOBBY

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SCOPE

This policy applies to AUB students, faculty, staff, and University-affiliated organizations seeking to post flyers, posters, announcements, or other informational materials in designated areas of the University Libraries. It covers the approval, posting, display, and removal of materials in Library facilities.

POLICY STATEMENT

The University Libraries welcome and encourage AUB students, faculty, staff, and University-affiliated organizations to use designated Library spaces to share information about events, conferences, academic activities, and other matters of interest to the University community.

POSTING GUIDELINES

When posting posters, announcements, or other materials, users must adhere to the following guidelines:

- a. Obtain approval before posting. All requests to post materials must be approved by the Research & Instruction Department.
- b. Use designated posting areas only. Faculty, students, staff, and University-affiliated organizations may post materials only on designated bulletin boards or display areas in the Library lobby. Materials may not be attached to walls, glass doors or windows, entrance or exit doors, or posted in restricted or undesignated areas.
- c. Post only appropriate materials. Commercial advertisements, election posters, and materials that are inappropriate for display in an academic environment are not permitted.
- d. Respect existing postings. Do not remove, cover, alter, damage, or otherwise interfere with materials posted by others.
- e. Post materials safely. Materials must not obstruct entrances, exits, walkways, emergency equipment, signage, or other Library facilities.

REMOVAL GUIDELINES

- a. Posters and announcements for past events may be removed by Library staff and, where appropriate, transferred to the Archives and Special Collections Department for preservation.
- b. Departments and student organizations are responsible for removing their own postings promptly after the event or when the information is no longer current.
- c. Materials posted without approval or in restricted or undesignated areas may be removed by Library staff without prior notice.
- d. The Library respects the principle of intellectual freedom and does not permit users to remove or alter approved postings, including postings for University-sponsored events, before the relevant event or activity has concluded.
- e. The Library reserves the right to remove any material that does not comply with this policy or that interferes with Library operations, safety, or the use of Library facilities.