

Standards for Advertising in the Library:

1. Digital Signage Guidelines

- a. All signage must advertise a JU affiliated event, organization, or service.
- b. All digital signage must be received as a PowerPoint slide with the landscape dimensions of 56x31 inches. Slides should contain minimal wording due to the nature of the digital display and be tastefully formatted. All images must comply with copyright restrictions.
- c. All digital signage should be emailed to Cassandra Konz (ckonz@ju.edu) with the submitter's name, affiliation, email, phone number, and the requested beginning and end dates of display.
- d. The library requires a minimum one week notice to post materials.
- e. Submissions must be received from staff, faculty, student organization or groups sponsored by one of the above. All other external organizations are prohibited from posting.
- f. The library reserves the right to determine the suitability of items for posting and may modify materials as needed.

2. Print Advertisement Guidelines

- a. The library does not display print posters on the walls, doors or glass. Items of this nature should be submitted digitally for display using the guidelines above.
- b. The library does allow a limited number of flyers or other promotions materials to be placed by library staff throughout the library. All materials must have prior approval of library staff.
- c. Any unauthorized signage in the library will be discarded.
- d. Materials should be tastefully formatted and in compliance with university standards. Any materials deemed unsuitable may be rejected or require modification prior to display.
- e. Requests for display should be submitted to Cassandra Konz (ckonz@ju.edu) with the submitter's name, affiliation, email, phone number, and the requested beginning and end dates of display.
- f. The library requires a minimum one week notice to post materials.
- g. Submissions must be received from staff, faculty, student organization or groups sponsored by one of the above. All other external organizations are prohibited from posting.
- h. The library reserves the right to determine the suitability of items for posting and may modify materials as needed.