

# **Duquesne University School of Law Posting Policy**

**The purpose of this policy is to maintain a professional working environment for Law School students, faculty, and staff. All notices posted in the School of Law must be consistent with the University and Law School Mission Statements.**

The posting policy applies to all students, student groups, and solicitors. The policy is as follows:

All posters/flyers shall only be posted on posting strips and bulletin boards in the student locker area and in the stairwell from the main lobby to the student locker area.

No posting is permitted on the following:

- official bulletin boards (e.g. CSO, Law Clinic, and Administration bulletin boards),
- doors,
- wooden or painted surfaces,
- windows,
- on/around/above student mailboxes,
- elevators,
- classrooms,
- bathrooms,
- stairwells (except the stairwell leading from the main lobby to the student locker area).

No posting may exceed 11 inches by 17 inches in size. Please post only one poster/flyer per bulletin board/posting strip. Posters/flyers should be affixed to bulletin boards/posting strips with thumbtacks or push pins. Staples, nails, or other metal fasteners are not allowed. Posters should be placed so they do not block or otherwise interfere with adjacent posters. Posters should not "run" more than two weeks, and the group, individual, or organization posting the posters/flyers is expected to remove the postings within 24 hours after the date of the scheduled event.

No posting will be allowed unless it advertises services directly related to legal education or preparation for the bar exam; or advertises an event that is fully or partially sponsored by the Law School, is fully or partially sponsored by the University and of relevance to law students, or is an off-campus event that involves the participation of a law school faculty member or authorized member of the Law School staff.

Student Organizations are encouraged to promote their events on the Law School electronic information board, on the Student Organizations Facebook page, and by e-mail by submitting their information to the Student Organizations Office.

All student organization flyers and posters must be approved by the Student Organizations Office prior to posting in permitted areas. All other students' and solicitors' flyers and posters must be approved by the Assistant Dean of Students.

Flyers and posters must not include language that would be offensive to any gender, race, religion, or nationality. Also, posters must not promote the use of alcohol or drugs.

Please note that all posters/flyers that are in unauthorized locations or that do not otherwise comply with this policy will be removed. Thank you for your cooperation.