

Number: LIB-011P

Title: Exhibits, Displays, Events & Distribution of Materials

1. PURPOSE & INTENT

To establish guidelines for non-library exhibits, displays and distribution of materials in the public areas of the USF Libraries. The Dean (or designee) will identify the building locations which are to be used for the activities governed by the policy and assign oversight responsibility.

2. STATEMENT OF GUIDELINE

The University of South Florida prohibits the posting, distributing, stacking or placement in racks of any commercial material or advertisements.

The Library Management team will identify spaces that may be used for events, displays, and distribution of materials within the library building. The guidelines for approval are:

- A proposal in writing must be submitted to and supported by a member of the Management Team prior to the initiation. The event should support the goals of USF and the USF Libraries.
- The Library is solely responsible for the selection, scheduling, general coordination, and physical placement of approved exhibits, displays, event, or distribution of materials.
- Exhibits or events must be sponsored by a member of the Library personnel
- Only recognized non-library student or faculty groups, USF College, department, related organizations, or community partners in sponsored activities of the university in good standing will be approved.
- Priority is given to activities that support or promote the USF Libraries.
- The Dean and/or designee reserves the right to accept, reject, postpone, reschedule or discontinue an exhibit, event, display or distribution of materials.

These guidelines cover all USF Libraries. Services, equipment, and location may vary.