

Notices and Displays Procedures

Notices and displays are important means of disseminating information and are appropriate to Library, Teaching and Learning's mission.

Lincoln University Ivey Hall accepts notices and displays subject to the following criteria:

- There are specific areas for displaying Library, Teaching and Learning, LUSA or general notices. Material should be posted within the appropriate space. The subject and contents of displays should relate in some way to the business of the University or reflect a benefit to its constituents.
- All notices must have a date noted of when first displayed.
- Notices and displays must clearly show the name of the individual or group promoting the notice or display.
- Notices or displays which encourage infringement of the law, or infringement of the rights of individuals, will not be accepted and/or removed.
- Library, Teaching and Learning and/or Lincoln University do not necessarily endorse the views and opinions expressed.
- Library, Teaching and Learning does not accept responsibility for any damage to or theft of any notices or display material.
- Digital notices will be displayed according to procedures which are currently under construction.
- Library, Teaching and Learning reserves the right to refuse acceptance or to remove any notice or display.

Notice display areas include:

- LUSA notices – Time Out area, Lounge, beside MFD on Level 0, West.
- General notices – Lounge.
- Library, Teaching and Learning notices – Library, Teaching and Learning reserves the right to display notices as, and where required.
- All notice areas will be regularly reviewed and inappropriate or out of date notices removed.

Sellers of goods (commercial), or charities/others seeking donations:

- Unattended donation boxes are not accepted.
- Sale of goods (including raffle ticket sales) only with the permission of a Head of Department - (see also 4.2.4 Lounge and Foyer policy).
- University approved collectors may be permitted to book the foyer - (see also 4.2.4 Lounge and Foyer policy).

Petitions and surveys:

- Petitions are not displayed within Ivey Hall unless directed or approved by University management.
- Any information being gathered for Lincoln research purposes must have received approval from the Human Ethics Committee.

Related policy: 4.2.4 Lounge and Foyer policy

**Damian Lodge
November 2015**

Review date: November 2017