

**Gumberg Library
Duquesne University**

Student Events Policy

Policy:

Gumberg Library will support student requests as feasible:

- Posters/flyers advertising events must be submitted to the Public Relations/Development Librarian for approval and display.
- Requests to have drop boxes for collection of clothing, books, etc. must be made at the Library Administration Office.
- Tables to publicize student group/club activities must be requested through the Library Administration Office. The Library can provide one table for use on the plaza, near the building, weather permitting and only during the library's operating hours.

All other requests should be directed to the University Librarian.

With the exception of posters/flyers, student requests will be documented on the Events in the Library Form. The University Librarian will consult with appropriate staff as needed before approving requests. Event Forms will be distributed for information and set up. Student events will not be posted on the library blog.

Date issued: 5/5/10

Responsible for policy: Library Administration

Issuing department or division: Library Administration

Supersedes:

Filename:

Forms and forms locations: For Events in the Library Forms, contact the Administration Office.