Table Tents in the Library for Non-Library Groups

The following policies govern the placement of table tents in the Library by non-Library groups:

- The Library must approve, in advance, all requests for table tenting in the Library.
- Requests will be considered only from UCSD-affiliated academic entities.
- The Library reserves the right to deny any requests.
- All requests must be submitted to LearningSpaces@ucsd.edu at least 15 days prior to any desired table tent placement.
- Requests or dates that conflict/compete with Library efforts will not be approved.
- Approved table tents will be permitted for a maximum of one month, on dates to be arranged in coordination with the Library.
- Table tents from only one outside group will be permitted simultaneously.
- Staff from the requesting entity is responsible for putting out approved table tents in the appropriate locations and for collecting all tents by the end of the designated period.
- A maximum of 130 table tents is permitted, in the following locations:
  - Geisel Library 1st Floor East: 10
  - Geisel Library 2nd Floor East (East Commons): 20
  - Geisel Library 2nd Floor West (West Commons): 20
  - Geisel Library 1st Floor West (Brody Space): 20
  - Geisel Library 6th Floor: 30
  - Biomedical Library Building 2nd Floor: 30

As an alternative to table tenting, bulletin boards for Campus Postings appear in Geisel East (2nd Floor) and near the entrance to the Biomedical Library Building. Approved postings are limited to those affiliated with a recognized campus group, including campus/student organizations, campus units/departments, academic disciplines & academic topics, and campus events & activities. Staff from non-Library entities may place and remove postings meeting these criteria without prior review or approval.

Send inquiries and requests to LearningSpaces@ucsd.edu.