

# 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](mailto: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 1<sup>st</sup> Floor East: 10
  - Geisel Library 2<sup>nd</sup> Floor East (East Commons): 20
  - Geisel Library 2<sup>nd</sup> Floor West (West Commons): 20
  - Geisel Library 1<sup>st</sup> Floor West (Brody Space): 20
  - Geisel Library 6<sup>th</sup> Floor: 30
  - Biomedical Library Building 2<sup>nd</sup> Floor: 30

As an alternative to table tenting, bulletin boards for Campus Postings appear in Geisel East (2<sup>nd</sup> 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](mailto:LearningSpaces@ucsd.edu).*

*Policy drafted by K. Goodson; approved by C. Friedman 3/7/2017. Reviewed by M. Vogelsang Jones 7/12/18.*