

Carl B. Ylvisaker Library Advertising Policy

Approved by Library Team on 4.22.26

Policy Statement

The Carl B. Ylvisaker Library provides bulletin boards and table tent space for permitted advertising. Advertising refers to notices, posters, and signage relating to Concordia College sponsored events and programs. These may be advertised on the bulletin board directly adjacent to the Access Services Desk. These materials must be verified by a permanent employee of the library. All notices must be dated and will be removed in a timely fashion by permanent library employee(s). Table tents are available on a first-come, first-served basis and require approval from the Library Operations and Outreach Coordinator.

Posting notices, posters, and/or signage on the library main entrance doors, windows, interior glass walls, bathrooms, and/or any other library spaces not designated as an advertising space is not permitted. Materials posted in these areas will be promptly removed and thrown away by a permanent library employee(s).

The library reserves the right to refuse materials that violate [campus policies and the student code of conduct](#) here at Concordia College.

Definition

1. Advertising refers to the notices, posters, and other signage highlighting Concordia College sponsored events, organizations/departments/offices, and programs. Non-college related materials are not permitted for advertising in the library.

Advertising Locations

These are the designated spaces in the Carl B. library that are available for advertising purposes. Posting materials outside these designated advertising spaces, such as the library main entrance glass doors, or posting materials that don't meet the definition of advertising will warrant prompt removal by permanent library staff.

Bulletin Boards

There are two bulletin boards directly adjacent to the Access Services desk.

Table Tents

The tables throughout the 1st floor and 2nd floor are available for table tent advertising.