Laurentian University
Université Laurentienne
Library and Archives
Bibliothèque et Archives

Bulletin board guidelines - J.N. Desmarais Library

Updated: April 2026

We love seeing the Library bulletin boards vibrant with student life! To keep our spaces welcoming and organized for the student community, please follow these simple guidelines for posting on the two designated bulletin boards located on the 2nd and 3rd floors of the J.N. Desmarais Library.

What we approve

Posters must meet at least one of the following criteria:

- Promote an event or activity for students. OR
- Be organized by a university service, academic unit, or student-led group (e.g., student clubs, student government).

Content standards: Posters must not contain content that is discriminatory, defamatory, explicit, promotes illegal activities/substances, or incites violence.

Getting permission

All posters must be approved before being displayed:

- **Where to go**: Ask for permission at the Service Counter (2nd floor), in the Library & Archives Administration Office (3rd floor, room 30-344), or write to us at libraryadmin@laurentian.ca.
- **Putting it up**: Once approved, you are welcome to hang your poster on one of the two designated bulletin boards. Library employees can assist you in finding these locations.

Where to post

To protect the Library's facilities, posters are only allowed on the two designated bulletin boards.

- Please do not place posters on windows, walls, or doors.
- The main entrance doors (2nd floor) are strictly reserved for official Library & Archives notices or emergency announcements. Any unauthorized posters on these doors will be removed.

Poster lifespan and removal

We strive to keep our boards current so the community stays informed about upcoming events.

- **Dated events**: Posters will be removed the day following the event.
- **General announcements**: A removal date will be noted upon approval. Posters may remain for one month, one semester, or the full academic year, depending on the subject matter.
- **Monitoring**: Library & Archives staff regularly monitor the boards to remove outdated or unauthorized material.