

## **Digital Signage Policy for the College of Law**

**Purpose:** College of Law digital signage is a limited public forum intended to promote events, announcements, and opportunities relevant to our academic and professional community. To ensure that digital signage serves its intended purpose and aligns with the academic and professional standards of our institution, the following policy governs who may post content and what content is permissible.

**Eligibility to Submit Content:** Only the following individuals or groups may submit content for display on College of Law digital signage:

1. Registered College of Law student organizations recognized by the University of Iowa.
2. College of Law faculty or staff acting in their professional capacity.
3. University of Iowa central administrative offices submitting content relevant to the College of Law community.

The information displayed may include, but is not limited to:

- College of Law programs, events, or activities.
- University-sponsored programs, events, or activities.
- Deadlines, reminders, or instructions relevant to College of Law students, faculty, or staff.
- Emergency messages.

### **Submission Requirements:**

1. When a sign is submitted by a registered student organization, the name of the organization must be clearly identified on the sign and include an official student organization badge per the UI Brand Manual.
2. All digital signage requests must be submitted through the designated College of Law webpage and approved by a member of the College of Law staff designated by the Dean before being posted. Submissions should include the start and end dates for display, ensuring content is timely and relevant.
3. The designated member of the College of Law staff will review all submissions for compliance with this policy and with the University of Iowa's general digital signage guidelines. The College of Law reserves the right to reject or remove any content that does not comply with this policy.

**Implementation:** The College of Law administration will oversee compliance and enforcement.

**Last date updated:** 9/16/2025