

University of Iowa College of Law Signage Policy

Purpose

The purpose of this policy is to ensure that signage within the College of Law provides clear, accurate, and useful information to building occupants and visitors.

Definition of signage

For purposes of this policy, “sign” or “signage” refers to any material displayed in a public or common area and intended to communicate information, including but not limited to posters, flyers, banners, notices, digital displays, and other temporary or electronic communications promoting an event, service, organization, opportunity, or message.

General posting guidelines

Physical signage within the College of Law may be posted only on designated bulletin boards or other areas specifically authorized by the College of Law.

The following are prohibited:

- Posting materials on walls, doors, windows, elevators, restrooms, hallways, or other non-designated surfaces.
- Posting materials that obstruct exits, accessibility features, official signage, fire or life-safety equipment, or other building features.
- Posting materials that are inaccurate, misleading, or inconsistent with applicable University of Iowa policies or approval requirements.

Unless otherwise authorized, physical signage will be removed or discarded after the event date or when the information is no longer current.

Content standards

Signage, whether physical or digital, must:

- Provide clear, accurate, and relevant information.
- Support academic, student, professional, or community activities consistent with the mission of the College of Law.
- Clearly identify the sponsoring individual, group, or organization.
- Comply with applicable University of Iowa policies and any required approval processes.

Examples of appropriate content include, but are not limited to:

- College of Law programs, events, and activities.
- Registered College of Law student organization events and activities.
- University-sponsored programs, events, and activities relevant to the College of Law community.
- Deadlines, reminders, and instructions relevant to College of Law students, faculty, or staff.
- Emergency messages and other official notices.

Digital signage

The College of Law encourages the use of digital signage and official communication channels as the preferred method for promoting events and sharing timely information.

Eligibility to submit digital signage

Registered College of Law student organizations recognized by the University.

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

Digital signage submission requirements

All digital signage requests must be submitted through the designated College of Law digital signage submission webpage and approved by a member of the College of Law staff designated by the Dean before the content is displayed.

Submissions must include the requested start and end dates for display so that content remains timely and relevant.

When a digital sign is submitted by a student organization, the organization's name must be clearly identified on the sign and the student organization badge displayed.

The designated College of Law staff member will review 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, modify, limit, or remove digital signage that does not comply with applicable requirements.