



HEALTH SCIENCES POSTER AND TEMPORARY SIGNAGE POLICY

Purpose

The purpose of this policy is to provide direction for internal and external individuals, groups, and businesses regarding the placement of posters, advertisements, handbills, and temporary signage.

Background

The University of Saskatchewan (USask) Health Sciences Building houses the Colleges of Dentistry, Medicine, Nursing, and Pharmacy and Nutrition, as well as the Schools of Public Health and Rehabilitation Science. The building is designed to emphasize collaboration for faculty, researchers, staff and students alike.

Due to the size of the building and the diversity of people using it—from health science students, staff, and faculty to other USask community members and the general public—the USask Health Sciences frequently receives requests to place signage or promotional materials throughout the building.

Policy

- 1) Aside from bulletin boards (see item #2 below), absolutely no signage, posters, or other materials are allowed at any time on non-office Health Sciences Building property (walls, windows, doors, elevators, pillars, desks, tables, washrooms, etc.)
 - a. This includes wayfinding and promotional event signage. To inquire about placing wayfinding or promotional signage, please contact the USask Health Sciences at healthsciences.general@usask.ca
 - b. Alternatives such as digital signage may be possible for USask-affiliated materials. Please see the *Display Monitor Policy* on the Health Sciences website.
- 2) The majority of large-size bulletin boards within the Health Sciences Building are *not* for use by the general public. Most of these boards are either managed by the USask Health Sciences, health science colleges/schools, or the University of Saskatchewan Students' Union (USSU).
 - a. As such, any unauthorized materials will be removed at the discretion of the unit managing the boards.
 - b. Materials placed on any bulletin boards managed by the USask Health Sciences may only be from a USask college, department, school, unit, or ratified student group.
- 3) Materials placed in Health Sciences Building research labs may only be from a USask college, department, school, unit, or ratified student group and may not impede any flow of natural outdoor light.
- 4) Semi-private office areas and personal office spaces may be exempt from this policy provided that personal posters and materials don't obstruct natural lighting from entering parts of the building or leave permanent marks once removed.

- a. For more information, see the *LEED Daylighting Policy* on the Health Sciences website.