

Department of Materials Science and Engineering Policy on Informational Print Postings in Hoover Hall

The Department of Materials Science and Engineering requires all students, staff, and faculty associated with Iowa State University and the general public to abide by the following policy on posting print materials in Hoover Hall.

Appropriate Locations to Post Print Material

- On the public bulletin board located on the second floor of Hoover Hall in the hallway on the west end of the building close to the skywalk.
- Information related to Materials Science and Engineering such as fellowships, internship opportunities, seminars and conferences, and student organizations to benefit MSE students and faculty may be posted on bulletin boards on the third floor of Hoover Hall. No other advertising material may be posted here.

To post other places in Hoover, you must ask for permission in the MSE Administrative Office in 2240 Hoover.

How Can Materials Be Posted

- Scotch tape
- Masking tape
- Push pins/tacks on bulletin boards

Do not use spray glue, duct tape, nails, or any other types of adhesives other than those listed. If there are other posting options that may be considered, you must first ask permission in 2240 Hoover Hall.

Other Guidelines

1. Materials, not limited to flyers, brochures, handouts, etc. may not be placed on study tables or spaces for sitting.
2. Materials may not be handed out to patrons in the building or at the entrances to the building.
3. Materials may not be taped to doors, windows, pillars, walls, stairwells, etc. These items will be removed. Exceptions to this guideline include department related announcements for emergency situations, construction notification, or other similar events. The department will be the determining authority on what gets posted.
4. The MSE Department reserves the right to deny the posting of materials deemed potentially offensive.
5. The MSE Department reserves the right to remove any items that are outdated or too large in size should the space become overcrowded.