

Revised February 2006

The aim of these guidelines is to allow for the display of materials in the Music Conservatory, while maintaining a general tidiness in the building and preventing further damage to the wall surfaces.

Notice boards and Conservatory walls

- Anyone wishing to mount posters, notices, ads, etc. in the Music Conservatory must bring them to the Music Department secretary. If they are found suitable for posting, the secretary will date-stamp them and give directions for their posting. The secretary will determine which materials are suitable for posting and where they should be posted. The secretary has the authority to refuse any posting request. Normally just one copy of each item may be posted.
- There are several notice boards on the main floor of the Conservatory, mainly along the corridor outside Room 100. These are meant for different categories of notices, as indicated on each board. Most materials should be posted on the appropriate notice board, using pushpins (not staples).
- Materials may **not** normally be posted on the Conservatory walls. An exception is made for the pillar in the basement foyer, on which Music Department and University event posters may be displayed. Any materials posted to this pillar should be attached using reusable sticky-tac; no tape of any kind may be used.
- [Until new notice boards – which have been ordered – are installed in the main-floor foyer and hallway, approved items may continue to be posted, where appropriate, on the walls, using sticky-tac.]

Staff members' notice boards and office doors

- The notice boards outside staff members' office are for their use only; the above guidelines do not apply to staff members' use of their own notice boards or their office doors. No one else may post anything there without the staff member's permission.

The student lounge and students' lockers

- The Ethel Peake Music Society is responsible for materials posted within the student lounge. Materials should be posted on the lounge walls using reusable sticky-tac; no tape of any kind may be used.
- Students may also post materials on the doors of their Conservatory lockers.

The Music Department will promptly remove posted materials not conforming to the above guidelines.