

## **Saw Swee Hock Student Centre Posters Procedure**

The main reception area contains two large secured poster boards which will be managed and maintained by the reception staff. Requests for access to these boards should be made in the first instance to the receptionist [lse.saw.reception@lse.ac.uk](mailto:lse.saw.reception@lse.ac.uk). The reception staff will ensure that the information displayed on these boards is current and up-to date at all times.

### **Communal Notice Boards**

- There are notice boards located throughout the building and these will be monitored by FM staff.
- Displays and notices should be in good condition, up-to-date and clearly displayed on the appropriate notice boards.
- No posters/notices to be displayed anywhere other than designated areas.

### **Lift Core/Art work**

- The central lift core has been designed in vitreous enamel to take notices and posters. These should be fixed using 'blu-tack' only.
- Any notices displayed on this should be up-to-date and will be removed on a weekly basis by FM staff unless otherwise agreed.
- Any posters/notices displayed elsewhere will be removed.
- Any complaints or criticisms should be directed to the Customer Services Manager [j.sidhu@lse.ac.uk](mailto:j.sidhu@lse.ac.uk) in the first instance.
- Other poster sites will be agreed with the SU as the use of the building develops over time, and will be added to the procedure notes.
- All materials displayed by the SU must comply with the SU code of conduct and regulations on Equality and Diversity.