

## UNIVERSITY LIBRARIES SIGNAGE POLICY

Below are the requirements for the new signage policy and exemptions.

**COLOR SCHEME:** All new signs will be required to follow the color scheme implemented when with the opening of the Commons at Cravens: Grey background, red header, white header text, white direction arrows, and black body text. Paper signs (see below) will comply with a modified font and color scheme but will not have graphics or clip art.

**ROOM, BUILDING AND DIRECTORY SIGNS:** Those signs that identify a room (eg. "Dept. of Library Public Services" sign above Cravens 502), special area, building, or directory signs will be required to have the same font and color scheme (red background, white letters) as the required ADA room number and exit signs already present in Helm Cravens Library. In many cases the pre-existing red ADA compliant signage will be adequate and all other redundant signage can be removed. Replacement signage will be ordered and installed to comply with the signage policy as needed.

**POSTERS, MAPS, AND OTHER PRINTS:** While these items obviously will not be compliant with the color scheme, they must be framed if on public display. They absolutely must not be taped to glass, doors, walls or any surface whatsoever. Unless they are already framed, when framing, we prefer that all frames be black for posters, maps, and prints if possible. **Purchased art with custom framing is exempt.**

**PAPER SIGNAGE:** No tape whatsoever should be used to attach signage, laminated or otherwise, to any surface. No graphics or clip art. Public windows, glass walls, doors, columns, or walls in general are not be used for the purpose of paper signage.

It is often necessary for paper signage to be used for the purpose of locating special materials, providing instructions etc. In this case paper signage may be used, but it must comply with the following:

- 1) Font: **Antique Olive. Calibri** or **Arial** if Antique Olive is not available. (Antique Olive is an approved ADA font).
- 2) Color: Black type surrounded by a red border. (see attachment for sample and instructions for creating a sign with a border in Microsoft Word)
- 3) Sign Holder: Instead of taping the sign to the wall, paper signs will be required to be placed in standing plastic sign holders. Please see the Facilities Specialist for samples that can be ordered.

4) It may be necessary for some paper signs that are essential and not redundant to be replaced by custom plastic signage that is in compliance with the signage policy.

**BULLETIN BOARDS:** The appropriate place for paper items, announcements, posters, etc

**EXEMPTIONS:** Below are exemptions to the signage policy that follows.

Non-Public Areas: In offices that are not frequented often by the public, or areas that are not frequently accessed by the public- such as offices, DLTS, staff lounges- compliance is not necessary but encouraged if possible.

Stacks: Because the call letters for stacks have been done very neatly, and because of the labor involved, they are exempt, although we would prefer future changes to be brought into compliance with the signage policy if possible.

Out of Order, Emergency, Building Closures etc: These types of signs may be printed and applied using tape as necessary. If it is not an emergency or after hours and you are not sure, check with the Facilities Specialist for clarification.

Approved by the Library Leadership Council  
and Dean of University Libraries  
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