

## Learning Commons Television Posting Policy

### Criteria for posting

- In most cases, posting is restricted to content that is:
- Related to UofGH academic activities;
- Campus activities that are affiliated with an official UofGH club or group.
- Postings must not display threatening, obscene, hateful, or harassing content.

### Formatting of content

Submit your content in PowerPoint format.

### Helpful Hints

- Text- or graphic-heavy font will be difficult to see on the screen, so keep that in mind when you are creating your content!
- Always type in sentence case. Do not use all caps.
- Information for Message Boards and the LCD Screens should be a maximum of 25 characters per line for 5 lines.

### Using images in your posting

When you submit your posting to us, you acknowledge that all of the content (in most cases, images) is your own, or you have permission to use it. You must credit the source of any content that you use that is not your own.

[Creative Commons](#) is a great website to find content that you can use freely. Make sure you check the license of any content that you want to use. For more information or questions, please email Library Services at [glib@guelphhumber.ca](mailto:glib@guelphhumber.ca).

### Submitting your content

- Email your content to: [glib@guelphhumber.ca](mailto:glib@guelphhumber.ca)
- Your content will be approved before it appears on the television. Content that does not meet the criteria listed above will not be accepted.
- When sending the content, please include a date to remove the content from the TV.
- All notices must have a contact person (either by phone or by email).

We reserve the right to remove content at any time.

For any questions or concerns regarding this policy, please contact Library Services at [glib@guelphhumber.ca](mailto:glib@guelphhumber.ca) or 416-798-1331 x6204.