LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

POSTING OF ANNOUNCEMENTS

Purpose:

To provide for the posting of announcements/notices throughout Louisiana State University Health Sciences Center – Shreveport, while maintaining an appropriate environment within the facility.

Policy:

1. Employees of the institution, with the authorization of the responsible department director, may post announcements/notices on unlocked bulletin boards throughout the hospital. If the bulletin board is located in a common area, postings are allowed provided the posting is non-solicitous in nature (Administrative Directive 2.8.4) and in good taste.

2. Announcements of an educational nature or items of general interest may be posted, if desired, in the locked bulletin board on first floor main corridor by obtaining approval from Hospital Administration.

3. Posting of announcements/notices in non-designated areas is not allowed. At no time are announcements/notices to be posted on walls or surfaces other than a bulletin board.

________________________________
Administrator

____7/21/04__________
Date

Written: 4/95
Revised: 3/98, 5/01, 6/04
Approved by Clinical Board: 5/15/01, 7/20/04