

# Digital Signage Guidelines

There are three digital displays throughout the Bizzell Memorial Library available for the campus community to advertise public events.

## Monitor locations are:

- West entryway nearest the clock tower.
- Across from the southeast elevators nearest to the New Book Area.
- In the Bookmark Cafe in the Helmerich Collaborative Learning Center.

## Signage Requests

University Libraries displays signage for the following cases:

- Public events sponsored by University Libraries
- Public events sponsored by campus partners
- Special events relevant to the OU Community at large
- Inclement weather and safe refuge announcements

Generally, signage is not displayed for individual courses, closed groups, or non-campus affiliated activities. University Libraries reserves the rights to make a determination about signage on a case by case basis.

## How to Request Signage

- Campus community members can build their own slide using the libraries' online system at [Digital Signage System](#) (beta)
- Fill in the required fields with your event information and images and then preview the sign.
- The Web Service Team will review the slide and manage its display on all three monitors.