

The Ohio State University Medical Center  
Dorothy M. Davis Heart and Lung Research Institute

**Poster Board/Easel Usage Policy**

This document outlines the policies and procedures related to the usage of poster boards and easels from the Dorothy M. Davis Heart and Lung Research Institute (DHLRI).

**Policy**

1. Reservations:

- a. Reservations are required to check-out any quantity of poster boards and/or easels. Reservations can be made by calling DHLRI Receptionist at 247-7766.
- b. When making reservations, indicate the number of poster boards, including size, and number of easels you will need. Easels are double-sided.

2. Picking Up

- a. See DHLRI Receptionist or Assistant to Administrative Director in 110 DHLRI when picking up poster boards and easels. Someone from the DHLRI Administrative Staff will accompany you to the room where the poster boards and easels are located to confirm the condition of the items.
- b. Poster boards and easels are available for use between 8:00 a.m. and 5:00 p.m., Monday through Friday. If items are needed outside of those times please inform DHLRI Receptionist at time of initial reservation.

3. Returning

- a. Items are expected to be returned in the same condition as borrowed. DHLRI Administrative Director reserves the right to charge for any damages incurred. Charges will be assessed to the end user's home department and/or division. Normal wear and tear is expected and is not the responsibility of the end user.
- b. End user assumes all responsibility for items not returned by 5:00 p.m. unless other arrangements are made in advance.

4. User Priority

- a. DHLRI members will be given first priority to use the poster boards and easels.
- b. Other OSUMC departments will be allowed to use the poster boards and easels as long as they are not already reserved by DHLRI members.

## **General Info**

Available for use are the following:

25 – 3'x 5' poster boards

50 – 4'x 4' poster boards

23 – double-sided easels

Reviewed and Approved by DHLRI Education Committee Meeting  
May 13, 2008