



## PROCEDURE

### **Posting and Displaying Information on Campus**

Procedure Administrator: Vice President, Student Affairs

Authority:

Effective Date: July 25, 1983; September 24, 2009; September 12, 2016

Index Cross-References:

Procedure File Number: 3120

Approved By: Harvey Kesselman, President

#### I. PURPOSE:

To provide instructions for posting and displaying information on University designated property including but not limited to campus kiosks, bulletin boards, walls, designated gallery/lobby televisions, electronic signage, ground signage, flyers, handouts, banners, and chalking.

#### II. PROCEDURE:

A. Due to space limitations at designated posting and display locations, announcements will be posted in priority order according to the following criteria:

1. University-sponsored
2. Student-organization sponsored
3. External, non-commercial related
4. Other

Note: Postings and announcements by University recognized student clubs and organizations must adhere to the guidelines contained in the Student Manual for Organizations.

B. Common area postings and display locations at off-campus instructional sites are managed by the site manager. Materials should have the appropriate manager/office approval before being delivered to the site for posting. The site manager will remove unapproved and/or expired announcements.

C. Common area posting and display locations on the Galloway Campus are managed by the Office of Event Services and Campus Center Operations. Designated locations and timelines for the posting of announcements are in place to maintain an organized and coherent appearance, reduce litter on campus, minimize confusion, and create an efficient cycling of postings.

1. University announcements for the kiosks, bulletin boards and wall space should have the appropriate manager/office approval before being delivered to the Office of Event Services and Campus Center Operations for posting. External announcements should be delivered directly to the Office of Event Services and Campus Center Operations for review and approval consistent with this Procedure before posting. This office will remove unapproved and/or expired announcements.
2. Banners should have the appropriate manager/office approval before being delivered to the Office of Event Services and Campus Center Operations for hanging. Banner display areas include the Campus Center Coffee House and Academic Galleries. The Office of Event Services and Campus Center Operations will remove unapproved and/or expired banners.
3. Announcement/advertisement requests for the gallery/lobby TV's should be submitted for consideration to the Office of Event Services and Campus Center Operations using the Campus TV Announcements form.
4. Announcement/advertisement requests for the exterior LED signs should be submitted for consideration to the Office of Event Services and Campus Center Operations using the LED Message Sign Request form.

a. Announcements/advertisements for the permanent LED road signs on Vera King Farris Drive are posted according to the following criteria:

- i. Emergencies
- ii. Institutional impact
- iii. Parking instructions
- iv. Major events sponsored by or held at the University

b. Announcements/advertisements for the LED sign on Jimmie Leeds Road are posted according to the following criteria:

- i. Emergencies

- ii. Institutional impact
- iii. Major events sponsored by, or held at the University

5. Temporary ground signs are permitted for approved events only. Requests should be made to the Office of Event Services and Campus Center Operations. Placement and removal will be the responsibility of the sponsoring organization and/or the Office of Event Services and Campus Center Operations.

D. Postings for Residential Life areas should have the appropriate manager/office approval before being delivered to the Office of Residential Life for posting. The Office of Residential Life will remove unapproved and/or expired announcements.

E. Temporary chalking is permitted in designated Residential Life areas with approval from the Office of Residential Life.

F. Postings, displays and banners are permitted in specific locations identified for this purpose. Additional locations may be permitted for a limited time upon review and approval by the Office of Events Services and Campus Center Operations, and the Office of Facilities Management and Plant Operations.

Approval History:

	Date
Vice President	8/31/2016
President	9/12/2016