

# SIGNS, POSTERS, LITERATURE - ON CAMPUS

Policies and Procedures: E-XVIII

All signs, posters, and literature to be posted and distributed on campus must be approved by a college official. Faculty, staff, and community members wishing to post or distribute literature on campus advertising off-campus events must obtain approval from the Public Information Officer or Community Relations and Marketing. Students or advisors of recognized student organizations wishing to post or distribute literature on campus must obtain approval from the Student Activities Specialist.

The Director of Community Relations and Marketing or the Student Activities Specialist will be responsible for the following:

1. determining the size of signs and posters to be posted on campus
2. determining the length of time signs and posters may remain on display
3. implementing and enforcing these policies and procedures

The following policies will be followed in accordance with the different types of signs, posters, and literature.

## A. Types and Quantity

1. All signs, posters, and literature of on-campus organizations that advertise approved activities may be posted in all buildings except the Faculty Office Building, Student Services Building, Administration/Classroom Building, Learning Technology Center (except with the approval of the Vice President, Student Services), and specified classroom bulletin boards.
2. All signs, posters, and literature of off-campus groups advertising non-profit and student interest activities must obtain approval from the Director of Community Relations and Marketing or his/her designee. Distribution of postings is limited to a maximum of three posters and signs to be placed in the Student Center and approved classroom bulletin boards only.
3. All signs, posters, and literature of a political nature will be limited to only two (2) articles of advertisement per political subject to be placed in an area of the Student Center to be designated by the Student Activities Specialist for two weeks prior to student government election. The Student Activities Specialist will select a portion of the lawn in front of the Student Center designated for yard signs similar to the city elections for the same two-week period. There will be a limitation of one sign per candidate. Students may also post in any classroom building except the Learning Technology Center, Physical Plant and Faculty Office Building.
4. All signs, posters, and literature that are not covered in the above three items will be reviewed by the Director of Community Relations and Marketing or his/her designee and approved or denied on an individual basis.

## B. Display

1. No packing tape, duct tape, or masking tape may be used at any time.
2. No postings may be made on light poles on campus.
3. No postings may be made on any building glass surfaces with the exception of the Student Center, Performing Arts Center, H.P.E. and Liberal Arts Buildings. In the Student Center, Performing Arts Center, Liberal Arts and H.P.E. Buildings, approved postings may be made on glass surfaces, and on tile using transparent tape only.
4. Signs and posters placed on trees must not be nailed, tacked, or stapled.

5. All signs must be removed by the organization sponsoring the activity within two class days after the event.
6. Abuse of the policy may result in suspension of posting rights.
7. The Vice President of Student Services must approve all exceptions to the policy in Policies and Procedures: E-XVIII.