

## **Poster and Banner Policy**

<b>Category:</b>	Building
<b>Number:</b>	BU2
<b>Responsibility:</b>	Director of Physical Plant
<b>Approval:</b>	October 2012 <i>Board of Governors</i>

### **PURPOSE:**

It is the policy of the University to provide bulletin boards or other types of notice boards throughout its buildings to allow sufficient space for the posting of temporary signs and notices concerning University academic, non-academic, and student activities. Posted material must conform to limitations of size, numbers, etc., as defined below.

### **SCOPE:**

This policy is applicable for all university campuses, including satellite campus in all buildings owned or related to Algoma University

### **POLICY:**

Posters of interest to the University community may be approved for posting on campus notice boards provided that all applicable regulations are adhered to.

1. Posters, signs, banners, notices, displays, etc. shall not be attached to building surfaces (e.g. . walls) other than surfaces specifically provided for this use. Requests for exceptions must be submitted to the Director of Physical Plant (DPP). If failure to do so, signage will be removed.
2. To be eligible for posting, a poster must fall under the definition of one of the following types of notice board:
  - a. Departmental Notice Boards – Limited to posters relating to the subject content, events, awards, etc. of interest to a specific university departments.
  - b. Campus Notice Boards – Limited to posters relating to on-campus events and issues relating specifically to the university community, including AUSU, Student Clubs, etc.
  - c. Community Events Notice Boards – Limited to posters relating to cultural and community events of specific interest to the university community and for not-for-profit organizations.

d. Classifieds – No solicitation is permitted on any Algoma University campus. Posters offering goods or services for sale, trade, commercial advertising or external groups are not permitted on notice boards.

3. With the exception of material posted on departmental notice boards, the George Leach Centre notice boards, and with the exception of class/tutorial/office cancellations, all posters must be approved and stamped with a “Registered until...University Services” stamp. Only class/tutorial/office cancellation notices will be allowed to be posted on glass/classroom doors.

4. Appropriateness (wording/graphics, etc) will be at the discretion of the DPP.

5. Organizations wishing to put up posters must be affiliated with or sponsored by a campus group recognized by AUSU and/or the University. The particular campus group with which the organization is affiliated must be clearly indicated on the poster. Exceptions are determined by the DPP.

6. All bulletin boards that are designated for a specific use or user are reserved exclusively for that purpose. Posters not relating to the designated use will be removed.

7. Each poster must be individually stamped by the office of the DPP. No photocopies of originals are allowed.

8. Once the poster has been stamped it may be left at the DPP office, at which time it will be distributed as soon as possible to the various locations for posting. Alternatively, it may be delivered to the various locations to be put up by the Algoma University Staff only.

9. Any posters relating to Algoma University Student’s Union activities must be approved by the Student Services Advisor and appropriately stamped. The Student Services Advisor for AUSU will be responsible for arranging to put up the posters and to remove them after the event, consistent with this policy.

10. Posters will usually be limited to 11 inches by 17 inches in size. Special exception may be made at the discretion of the DPP.

11. Approval for posting shall be limited to a maximum of 1 poster per appropriate notice board for each event or subject and 1 poster per residence floor for each event or subject. No more than one poster for each event or subject may be posted on a single notice board. Oversized posters shall be subject to the regular approval process.

12. Approval for posting of general campus posters, community events posters and classified posters shall be granted for a period of no more than two weeks. Posters for Special Events may be allowed a longer posting time, at the discretion of the DPP and where it applies, the Student Services Advisor.

13. The Office of the DPP will not be responsible for posting posters on a specific date. The person or persons will be required to return to the Office of the DPP on the date which they wish the poster to be posted.

14. Posters shall **only be** attached to notice boards or display surfaces specifically provided for this use – not to walls, not hung on wall map-rails, not on any glass surface or any other surface. Specific exceptions for student election campaigns are provided at the discretion of the DPP and Algoma University Student Union.

15. Only thumb tacks (no tape of any kind or sticky tack) may be used to attach posters to bulletin boards. Posters will not be adhered to wall surfaces unless the DPP provides special permission to do so.

16. All notice boards shall be identified as to their purpose and those designated as departmental notice boards shall be controlled by the department head/chair, or the assignee.

17. The map rails in the hallways are reserved for special displays, university aesthetics and various artwork or university related displays. NO POSTERS Approval for special displays can be granted by the office of the DPP.

The following additional regulations shall also apply:

a. Posters displayed in student residences are restricted to designated notice boards as identified by the Residence Life Coordinator and subject to his/her approval.

b. Posters may not be posted in a manner that covers over other posters.

c. All notices, posters, banners, and advertisements must conform to the University's Equity/Harassment Guidelines. The DPP or delegate reserves the right to have any notice, poster, or banner considered to be objectionable removed. Posters may not breach any municipal, provincial or federal law or regulation.

17. Posters not adhering fully to University regulations may be removed and destroyed.

18. Persons who breach these regulations may have their poster privileges suspended for a term or revoked for a year. Enforcement of these regulations shall be the responsibility of the DPP

19. Posters must be removed by the relevant organization within two days of the expiration of posting approval, where possible. Non-adherence to this requirement may result in loss of future posting privileges.

### **Banners**

1. Approval for posting of banners shall be granted for a period of no more than one week. Extensions may be given at the discretion of the DPP.

3. Banners must be removed by the relevant organization within one day of the expiration of posting approval.
4. Banners must be attached by hooks only. If special hooks or installations are required they must be installed by Plant staff or Plant approved personnel only.
5. With the exception of the points outlined here, all other poster regulations shall also apply to banners.

### **Pamphlets, Loose Posters and Overheads**

Pamphlets will not be allowed on campus. No loose posters will be allowed on campus, which includes on coffee tables, in The Speakeasy, George Leach Center, Residence or Library, taped to the floor or scattered on the floor or scattered throughout any building. No overheads will be allowed.

### **Non-Traditional Signage**

All signage is restricted to those surfaces and locations that have been identified by this policy. The Director of Physical Plant may determine exceptions to this policy. Requests for exceptions must be made in writing.