

## **Guideline G1-007B: Guidance on the Posting and Distribution of Signs, Notices, Posters, Fliers, or other Written Material by Members of the University Community**

This guideline provides guidance to the University community on the University's expectations related to posting and distributing written materials. For purposes of this guideline, "written material" means a sign, notice, poster, flier, handbill, petition, or other written material.

### **Posting of Written Material on University Bulletin Boards or Kiosks by Members of the University Community**

1. Written material posted on a University bulletin board or kiosk must clearly identify the author or sponsor.
2. Only one item of written material affiliated with a specific event is permitted on a single bulletin board at any one time. Up to a total of three items of written material authored or sponsored by the same organization or member of the University community are permitted on a single bulletin board at any one time.
3. Posted written material is encouraged to be on an 8.5 inch by 11 inch piece of paper. All posted written material must be smaller than 8.5 inches by 14 inches.
4. Posted written material may not cover other posted written material.
5. All written material posted on campus must include a visible expiration date.
6. The University may remove any written material that does not meet these guidelines or for which the expiration date has passed.
7. Academic and administrative departments that maintain bulletin boards or kiosks are encouraged to apply these guidelines to their bulletin boards or kiosks.

### **Distribution of Written Material by Members of the University Community**

1. To distribute written materials, a person responsible for the written material may either hand the material out to others directly or place it on a table or other surface where the person responsible is present. Written material may not be left unattended on counters, tables, desks, or any other surface for distribution unless specifically permitted by the University organizational unit responsible for the surface.
2. The University may remove written material that is left unattended on a surface.
3. These guidelines apply to individual students, employees, and student groups, but do not apply to University organizational units, which may, as appropriate, leave written materials sponsored by the organizational unit on surfaces for distribution.

### **Written Materials in Classrooms**

1. Unless authorized by an organizational unit responsible for a classroom, individuals or student groups may not post written material in a classroom. Posting written materials includes writing messages on classroom whiteboards or blackboards.
2. A person or student group using a classroom for a meeting, activity, or event may post or distribute written information during the meeting, activity or event and must remove all written material following the meeting, event, or activity.
3. The University may remove any written materials left behind after the completion of the meeting, activity, or event.

### **University Chalk Boards and White Boards Outside of Classrooms**

University chalk boards and white boards in public or shared spaces are intended for use while a person is actively using the public or shared space. Unless specifically permitted by the University unit responsible for a chalk board or white board, a person or student group that writes on a chalk board or white board must erase the board before leaving the public or shared space. The University may erase an unattended chalk board or white board.