

**Bergen Community College
Board of Trustees
Section (STU)**

Policy # STU: 001-001: 2018

Effective Date: August 7, 2018

Responsible Official

Office of the Vice President for Student Affairs

Campus Posting Policy

Reason for Policy

To establish guidelines and procedures for the approval, display, and removal of postings on campus posting boards.

To provide campus organizations, offices, departments, and the general public the opportunity to promote events and display information to the campus community while outlining requirements for the preparation, approval, display, and removal of postings.

To ensure effective campus postings, to support an inclusive community reflective of college values, and to avoid damage to college property.

Entities Affected by this Policy

Students, Employees, Public

Policy Statement

Bergen Community College (also “Bergen” or “the College”) coordinates the posting of notices for College-affiliated events on college property.

The Campus Posting Policy provides Bergen students, faculty, staff, and the public with space to post approved events and advertisements at designated locations throughout the campus. All postings must be neat and support the interest of both the sponsoring organization and the college. All postings must adhere to the Bergen Community College’s Mission, Vision, and Values. Obscene, inflammatory, libelous, racist, sexist, or otherwise offensive postings inconsistent with our statement of Mission, Vision, and Values, will not be permitted.

Procedures

- 1) Any notices posted on student bulletin boards must be approved and stamped by the Office of Student Life in A 101 or the Student Leadership Commons in SC 110.
- 2) A student bulletin board is any bulletin board not specifically designated for a Department, Organization, or Event Series. All student bulletin boards will be numbered and are listed in the

Office of Student Life.

- 3) Only authorized Student Life personnel may issue an approval stamp.
- 4) The stamp will be valid for one month or until the day after the event.
- 5) Posters may not exceed 11"x17"--preferred size is 8½"x11" or smaller.
- 6) Individuals or organizations posting materials are responsible for removing flyers in a timely manner.
- 7) Posting and removal of materials from any designated bulletin board (advertising for a specific academic department or service branch) will be the sole responsibility of that department.
- 8) Flyers or posters from outside organizations sponsoring events or services will be allowed to post 15 copies.
- 9) Individuals and organizations are responsible for their own printing and distributing across campus buildings in accordance with this policy.
- 10) Flyers, advertisements, or posters that imply the use of drugs or alcohol, promote illegal activity, violate copyright laws, or violate college policy will not be approved.
- 11) Advertisements placed over other postings (valid or expired) may be removed without notification. If the board is full, you may rearrange (not remove) advertisements to fit yours.
- 12) No staples are permitted to hang materials. Please use thumbtacks or pushpins only.

Violations

Postings that do not comply with this policy may be removed and discarded without notice. Any individual or organization that posts items in violation of this policy may lose campus posting privileges. Any student who posts items in violation of this policy may be subject to disciplinary action under the Student Code of Conduct.

The Office of Student Life must authorize any special considerations that do not adhere to these policies. Such requests must be submitted in writing to the Office of Student Life at least two days in advance of the desired posting date.

Related Documents/Policies

List of Pitkin Education Center Bulletin Board Locations

Policy History (adopted/amended)

Adapted in part from SUNY FIT

Approved: 8.7.18