

Bergen Community College

Board of Trustees

Section (STU)

Policy # STU: 001-002: 2022

Effective Date: June 7, 2022

Responsible Official

Office of the Vice President for Student Affairs
Office of the Vice President of Facilities

Campus Posting Policy

Reason for Policy

To establish guidelines and procedures for the approval, display, and removal of postings College-wide.

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

To ensure effective and consistent campus postings, to support an inclusive community reflective of College values, to avoid damage to and protect College property, and to present a clean and orderly campus.

Entities Affected by this Policy

Students, Employees, Facilities, 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 place approved postings at designated locations throughout the campus. All postings must be neat and support the interests of both the sponsoring organization and the College. All postings must adhere to the College’s Mission, Vision and Values. Obscene, inflammatory, libelous, racist, sexist, or otherwise offensive postings inconsistent with the College’s Mission, Vision and Values, will not be permitted.

Procedures

1. Only bulletin boards may be used for approved postings. Postings may not be placed on any interior or exterior walls, floors, doors, windows, signage, or without the approval of the Department or Organization that controls the bulletin board.
2. Postings on Department or Organization bulletin boards must be approved by the designated Department/Organization that controls the respective bulletin board. Any bulletin board that is not specifically designated for a Department or Organization is a Student Life bulletin board and are numbered and listed in the Office of Student Life.
3. All postings at the College must be approved and stamped by the Office of Student Life in L-123. Postings for Department or Organization bulletin boards must receive written approval from the Department or Organization that controls the bulletin board and provide it to the Office of Student Life.
4. Postings on mobile bulletin boards will be at the sole discretion of Student Life.
5. Only authorized Student Life personnel may issue an approval stamp.
6. The stamp will be valid for one (1) month or until the day after the event, whichever comes first.
7. Individuals or organizations posting materials are responsible for removing any and all postings when their stamp is no longer valid. Failure to remove postings in a timely manner may result in having future postings denied.
8. All posted information must include the name of the responsible individual(s)/sponsoring organization(s), as well as the date, time, and location of the event or program.
9. Posters may not exceed 11"x 17."
10. Postings from outside organizations sponsoring events or services will be allowed to post 15 copies, 1 for each Student Life bulletin board.
11. Individuals and organizations are responsible for their own printing and distribution of postings in accordance with this policy.
12. Postings that imply or promote the use of drugs or alcohol, promote illegal activity, violate copyright laws, or violate College policy will be denied.
13. 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.
14. Thumbtacks or pushpins may be used for postings. Masking tape, paste, glue, nails, or staples are not permitted to hang materials.
15. The Office of Student Life and Facilities reserves the right to remove postings at any time without prior notice.

Violations

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

All requests for posting approval must be submitted to the Office of Student Life at least two (2)

weeks in advance of the desired posting date. The Office of Student Life must authorize any special considerations that do not adhere to these policies. Such special consideration requests must be submitted in writing to the Office of Student Life at least two (2) weeks in advance of the desired posting date.

Related Documents/Policies

List of Pitkin Education Center Bulletin Board Locations

Policy History (adopted/amended)

Approved: 8/7/18

Revised: 6/7/22