

Policy for posting on hallway bulletin board

In 2009, President De Filippis approved a Bulletin Board Policy in an effort to have the temporary indoor postings around campus be informative while maintaining standards for good taste and attractiveness.

I attached the full policy, but I would like to emphasize the following guidelines:

- Postings must be submitted to the Office of College Marketing (OCM) for approval. Approved postings are stamped with “OCM” and the date. Postings are approved for a two-week time limit; all items must display a start and end date in the lower left corner. Postings remaining after the end date will be removed.
- Only College-affiliated student, faculty, or staff groups may use campus bulletin boards, rail boards, display boards, or column poster boards.
- Community or commercially-related advertising is subject to approval by OCM, and may only be posted on designated community bulletin boards.
- Posters, flyers, notices, and other like-materials may not be affixed to any glass surfaces, doors, vending machines, floors, ceilings, etc.
- Posters may be displayed throughout the campus, but no two identical signs should be visible from any single location.
- Materials on all boards shall be posted entirely within the framework of the display area.
- Items not in compliance with this policy will be removed.

I thank you all for your cooperation in helping to keep our campuses attractive and inviting!

Dana

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