

# Asnuntuck Community College Hard Copy Posting Policy

Asnuntuck Community College campus bulletin boards and designated spaces are used to inform the student body and college community of campus events, activities, policies and notices. Space is provided for items of educational, cultural, civic, or recreational nature, rather than for commercial or partisan political purposes. Bulletin boards are available for use by formally organized student clubs and organizations, committees, faculty, and staff. Job postings should go through Career Services for posting on the Career Services Job Board.

## ***Process for Approval and Posting***

1. Postings need to be approved by Student Services and date stamped with the date the posting was approved. Submit your posting for approval to the Dean of Student Services office.
2. Posting will be reviewed for approval within 7 calendar days. Once approved, materials can be picked up at the Information Desk and posted to the appropriate board(s).
3. Duplicates of the same post on an individual board are not permitted. Duplicates will be removed and discarded.
4. Postings should be secured in all four corners with appropriate material (i.e. thumbtacks/pushpins for bulletin boards; plastic sleeves for painted surfaces).
5. Putty should be used to secure plastic sleeves and posters to painted surfaces. Tape should not be used on painted surfaces.
6. Postings and flyers should be standard paper sizes (8.5x11, 11x14, 11x17, etc.).
7. College postings must contain the Notice of Non-discrimination.
8. Relevant boards will be checked by a member of Student Services every other Friday.

## ***Locations and Guidelines for Postings***

### **Primary Entrance Doors**

The only signs permitted on these locations are those that announce safety situations (e.g., fire alarm testing), unexpected building closings (e.g. snow cancellations) and administrative deadlines of that day (e.g. last day to do add/drop, payment plan deadline). No sign is to remain at these locations for more than 24 hours.

### **Other Entry Doors**

- Wooden doors: No signs or flyers may be posted on wooden doors that open into main hallways. Frames for class announcements and other information are located near classroom doors. Faculty and staff may post materials on their office doors.
- Metal doors: Signs and flyers may be posted in plastic sleeves on metal doors. Sleeves are available at the Information Center.

### **Brick Face Walls and Stairwells**

Flyers and posters for these areas may exceed the standard sizes and are approved on a case by case basis.

## **Bulletin Boards**

*Community Bulletin Boards* are available as a community service to publicize local groups, meetings, cultural events, nonpartisan political events, fundraising events for non-profit organizations, and educational opportunities. Students, clubs, and nonprofit organizations may post on these boards. Educational or instructional opportunities may be posted, but must be of a nonprofit nature.

1. The name of the sponsoring organization must be displayed on the posting. Anonymous or unauthorized postings will be removed.
2. All postings will be dated and subsequently removed after 30 days.
3. Personal notices, babysitting offers, apartments for rent, etc. may be posted on community bulletin boards. Similar items posted at other locations will be removed.
4. All community bulletin boards must contain the College's Notice of Non-discrimination statement on the board itself. People posting on these boards must agree to adhere to this statement.

*Academic Discipline Boards* are the responsibility of the faculty or coordinators associated with that subject matter. Boards should be clearly identified and the information should be timely.

*Administrative Bulletin Boards* are the responsibility of the individuals, offices, of committees to which they are assigned. Boards should be clearly identified and the information should be timely.

## **Postings in Classrooms**

Faculty and staff may post educationally pertinent posters, flyers, and information in classrooms. Existing bulletin boards are to be used as much as possible. Clear adhesive tape may not be used to secure postings to the walls.

## ***Exceptions, Restricted Posts/Flyers and Restricted Areas***

1. Posts/Flyers that are not date stamped, when applicable, will be removed.
2. Posts/Flyers that are not on the appropriate boards will be removed.
3. Posts/Flyers are not permitted on any type of window including classroom windows. Offices may post hours of operation on windows.
4. In general, posting material at other locations within the College is not permitted, with the exception of safety notices.
5. Temporary exceptions to this policy may be made by the appropriate dean or management level director.
6. To maintain the cleanliness and professional atmosphere of the building, it is imperative that individuals remove what they have posted in a timely manner.
7. Failing to remove materials in a timely manner may result in subsequent requests being disapproved.