GAVILAN COLLEGE CAMPUS POSTING PROCEDURES

Preamble: Gavilan College is well known for its park-like beauty. In order to maintain this beauty, it falls to students and professional staff to step forward and assist in efforts to maintain a clean park-like setting. One issue which deserves and requires the support of all students and professional staff is the use of college bulletin boards and the posting of materials on campus. Bulletin boards are key in efforts to inform students of events and issues that are vital to their academic progress and success. In addition, where information is posted can impact the safety and appearance of the college. Therefore, the following Posting Procedures have been adopted:

♦   _To support the effective use of information that can inform the campus community and promote_
♦   _campus events_

♦   _To promote procedures that lead to an orderly display, maintenance and removal of information_

♦   _To encourage the college community to actively join efforts that address campus communication, cleanliness and safety._

1.   _Pre-Approved Materials and Procedures_

College bulletin boards inside classrooms are pre-approved for posting of all official college materials.

**Official, pre-approved materials will:**

- Include the official Gavilan college logo at top of all material _(I think we can remove at the top)_
- Include "**posted by** _name or office_." _(I think we can remove posted by)_
- Include **contact information** _(phone number, email address)_
- Include a statement about how to get event accommodations
- Include a "**remove by**" _date_ in lower left-hand corner (if this is consistent & always in the same place, it will be easier to locate out-of-date information) _(event postings will be removed the day after the event. All boards will be cleared at the end of the semester.)_

Materials meeting these guidelines will be considered pre-approved for posting on all Gavilan College bulletin boards. This will encourage people to use the "official" format, which will help "official business stand out from the rest. I would remove this section. I don't think anything with the logo should be pre-approved. The basic skills flier with the 4 misspelled words can be used as an example.

2.   _Posters and Flyers – Require Approval_

a.   Posters and fliers must have original stamp of approval and date from the Associated Students of Gavilan College (ASGC), Vice-President of Student Services Office, PIO or appropriate department. No photocopied stamp of approval and/or date will be allowed to be posted. Posters and fliers displaying Gavilan College logo or printed on College letterhead are pre-approved. _(Again, I would remove pre-approved.)_

b.   Posters and fliers may be posted for a maximum term of two weeks. _(Events that require ticket sales and departments listing services can be listed longer.)_ All items will be removed after the expiration date _or the end of the semester_.

c.   There shall be no posting over other materials.

d.   A maximum of six (6) posters and/or twenty (20) fliers per single event/subject matter will be approved for posting. **Exemptions to this rule will be authorized only by the Office of the Vice President of Student Services.** _Applies to designated posting areas only._

e.   Posters and fliers shall be secured by thumbtacks. **Industrial size staples, nails, tape, glue or other adhesive materials are not allowed.** *(No Staples.)*

f.   No posting on frames/borders of bulletin boards, kiosks, buildings, trees or windows.

3.   AREAS WHERE POSTING IS <u>NOT</u> AUTHORIZED:

Any glass area   (With the exception of grade posting by the instructor)
Painted Surface
Building Pillars
Walls of Campus Buildings

- The Students Have the Right to Exercise Free Expression on Campus; However, Gavilan College Reserves the Right to Regulate Time, Place and Manner (Ed. Code Section 76120)

- Any Violation Of Posting Policies Will Result In The Immediate Removal Of Items

- Club And Student Organizations, and Individuals Who Are Repeatedly Found To Be In Violation Of Campus Posting Policies And Procedures Will Be Sanctioned By The Vice-President Of Student Services. Sanctions May Include Removal Of Posting Privileges.

- Office of the Vice-President Of Student Services will be assisted by campus security staff and maintenance staff in monitoring compliance with the college posting policies and procedures.

4.   **ALL DESIGNATED BULLETIN BOARDS LOCATED IN THE FOLLOWING AREAS.**
You must get permission from the operating department or the PIO (Public Information   Officer to post to any of these boards.

- ❖   Theater has (4) exterior boards, which are located on the south side of the building. The theater maintains two boards. ASGC maintains the other two.

- ❖   Art Department has two separate exterior boards, which are maintained by them.

- ❖   Physical Science has one exterior board on the southeast side of the building, which is maintained by the Physical Science Dept.

- ❖   Life Science has a single exterior board on the northeast corner, which is controlled and maintained by them.

- ❖   Enclosed board for Cosmetology, Student Services, Health Services.

- ❖   ASGC at the Student Center has two boards. Approval granted by ASGC.

- ❖   Gym has two interior boards. One on the north side and one on the south side of the ticket booth. Approval granted by the Director of Athletics.

- ❖   Library building by the EOPS Office has three (3) exterior boards which are maintained by EOPS. Approval granted by EOPS.

5.   The following areas are designated banner areas that may be used to advertise special events.
1.   The bridge
2.   Balcony of the Social Sciences Building
3.   Student Center

Approval for use of these areas must be obtained from the *Office of Student Advisor.*
Use of these areas must be incompliance with its posting policy. *Should be changed to Office of Student Life. Banners can't be used as permanent department or building signage.*

4. *<u>Sandwich Boards</u>*

Sandwich boards can not be used as permanent advertising around campus. Each program can advertise on sandwich boards for two weeks straight each month. Programs can only display one sandwich board on each side of a building or along a walkway.