

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## II – ADMINISTRATIVE (GENERAL) POLICIES

### II – 40.0 POSTING POLICY

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<b>Policy #:</b>	<b>II – 40.0</b>
<b>Effective:</b>	<b>8/1/05</b>
<b>Revised:</b>	<b>9/8/08</b>
<b>Responsible Dept.:</b>	<b>Office of Institutional Advancement</b>

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#### 1. PURPOSE

The following policy is designed to allow members of the College community and outside groups and organizations to properly post items on PVCC property.

#### 2. POLICIES AND PROCEDURES

##### Bulletin Boards

The bulletin boards in the Main Building and in the Dickinson Building are divided into two categories: those that are the responsibility of a specific division or office and those that are available for open posting of College and community notices.

The following regulations apply to all postings:

- Materials must not be obscene or defamatory and must not violate College policy or federal, state or local laws.
- A translation of flyers not in English must be provided to the Student Activities Office in the Main Building (Room 173/Fitness Room).
- Tacks, pushpins or staples must be used on cork bulletin boards.
- Masking tape must be used for approved non-bulletin board sites (no Scotch or adhesive tape).
- All items advertising an event must be removed by the person who posted them within 2 days after the event is over.

Bulletin boards for open posting are located at the south entrance to the Main Building and throughout the Dickinson Building. These bulletin boards are clearly marked and are posted with regulations for use as follows:

- Flyers must be 8 ½ by 11 inches or smaller.
- Larger flyers/posters go to Student Activities Office in the Main Building (room 173/Fitness Room) for approval and posting.
- Flyers must show the date they were posted and will be taken down after three weeks.
- Use tacks, push pins or staples.
- A translation of flyers not in English must be provided to the Student Activities Office.
- Be courteous; don't post over existing flyers.
- Materials must not be obscene or defamatory and must not violate College policy or federal, state or local laws.

Open posting bulletin boards will be monitored by the Student Activities Office.

An inventory of bulletin boards is kept in the Office of Institutional Advancement. Assignments will be made upon request as space is available and appropriate. The Director of Institutional Advancement, in consultation with divisions and offices, works with Buildings and Grounds to remove or put up bulletin boards. Offices are responsible for bulletin boards assigned to them. Boards should provide timely, accurate information in an attractive, easy-to-read format.

### **Other Posting Regulations**

- No material may be attached to any door, window, steel beam, counter, waste receptacle, water fountain or vending machine. This prohibition does not apply to short-term notices necessary to conduct College business and authorized by vice presidents, deans or directors. The office posting these flyers is responsible for removing them in a timely manner.
- Faculty and staff are permitted to display appropriate notices and to decorate their own offices including the outside of the door.
- The outer walls of the bookstore are available to the Office of Student Activities until the renovation is complete.
- The front of the reception desk is available to Institutional Advancement to post arts information until the renovation is complete.
- All T-stands are prohibited in hallways for permanent posting. The stands are permitted in the student lounge for activities associated with registration and in approved locations for the Piedmont Weekly publication.
- Until the renovation is complete and a professional signage plan is implemented, the Office of Institutional Advancement will create temporary directional signs as required.
- Any banners or flags must be approved in advance by the Office of Institutional Advancement. Art installations are approved in advance by the Dean of Humanities, Fine Arts and Social Sciences and are coordinated with the Office of Institutional Advancement.

Any questions about this policy should be directed to the Director of Institutional Advancement.