

## OLDS COLLEGE POLICIES AND PROCEDURES

CATEGORY:	A: GENERAL		
SUBJECT:	<b>POSTING</b>		
POLICY NUMBER:	<b>A31</b>		
CROSS REFERENCE:	A6 HARASSMENT A8 ALCOHOL USE AND SERVICE A15 ENVIRONMENTAL A25 CODE OF CONDUCT		
<b>NEW \ REVISED</b>			
Board of Governors	Academic Council	Administrative Services Committee	Common Issues
Date: February 28, 2013	Date:	Date: February 19, 2013	Date:

### POLICY STATEMENT

All postings on Olds College campuses or in areas under Olds College's control must reflect the mission and values of the institution. Freedom of expression must be balanced with respect for the rights of others and respect for the environment, such as but not limited to policies A6 Harassment, A8 Alcohol Use and Service, A15 Environmental, and A25 Code of Conduct.

This policy articulates who can post information within buildings and on grounds owned by or under the control of Olds College. Limits on the nature, size and location of postings are listed in Appendix A.

The policy applies to students, recognized student organizations, faculty, staff and Olds College units and organizations.

External organizations/industries must be sponsored by and go through the Department of Advancement or the Olds College Student's Association.

All web or other technology based advertising will be administered by the Olds College Communication department.

### DEFINITIONS

**Advertising:** any media used to call public attention to one's service, product, event, etc.

**Bulletin Boards:** a corked board or strip designed for posting material by tacks or other approved means.

**Common spaces:** areas normally accessible to the general student population including academic/administrative spaces, student residences, Library, fitness centres, and grounds.

**Department:** any school, department, program, office, or centre officially recognized as an Olds College entity.

**Material:** Any paper, product, item or object used for the purpose of advertising

**Posting:** A sign placed in a public space as an advertisement, regardless of whether informational, promotional or commercial in nature.

**Student Organization:** The Olds College Students Association (OCSA), a student group officially recognized and sanctioned by the Olds College Student Association or an Olds College school, department, program, office or centre officially recognized as an Olds College Entity.

## **SPECIFIC GUIDELINES**

- Postings are only allowed on Bulletin Boards or Clipboards on Residence doors.
- All other postings by students, recognized student organizations, faculty, staff and Olds College units and organizations, including those on concrete and painted walls, doors, glass, and windows will be removed immediately.
- No postings are allowed on Olds College grounds, e.g. lamp posts, external doors, trees.
- Directional postings for Olds College events are an exception to the above statements. Posting for events, however, shall be done no sooner than the day prior to the event and must be removed the day after the event by the individual or group that put them up. Directional postings on Olds College grounds must be done on event boards or other signage approved by the Director, Campus Facilities.
- Each building must include, in an area of good visibility, at least 1 bulletin board for general postings and 1 bulletin board for postings by OCSA and student organizations.
- All bulletin boards must be clearly identified with labels to identify the information that may be posted. For example, bulletin boards for use by departments only must indicate the name of the department and must indicate that use is restricted.
- Bulletin boards labeled as belonging to specific departments are the responsibility of that department. The department determines the procedures for posting. Unrelated items may be removed by the department.
- Bulletin boards labeled as OCSA are the responsibility of the OCSA. OCSA determines the procedures for posting. Unrelated items may be removed by the OCSA.
- Any items posted on a general board must include the date of expiration, first name of the person posting the item and a contact email address. Any item not containing this information may be removed immediately by building caretakers. A building caretaker will remove all notices on the general bulletin boards at the end of each term.
- Clipboards on Residence doors are the responsibility of the Manager, Campus Life. However, any OCSA and recognized students organizations can post event related information on these clipboards without prior approval if they reflect the mission and values of the Olds College.
- All postings mentioning alcohol must conform to *Policy A8 Alcohol Use and Service*.

## **NON-COMPLIANCE**

Disputes that cannot be resolved through discussion of the parties involved will be decided by the Vice President, Student and Support Services. Any individual or party found in violation of this policy will be subject to the appropriate Olds College disciplinary process and/or the loss of advertising privileges on Olds College owned or controlled areas.

## **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

Vice President, Student and Support Services in consultation with the Director of Student Services/Registrar and OCSA Executive. This policy will be reviewed every five (5) years.

## APPENDIX A

### OWNERSHIP

1. With the exception of “general” bulletin boards, all bulletin boards will be purchased and maintained by the school, program, department, office or centre including the OCSA.
2. “General” bulletin boards will be purchased by the Vice President, Student and Support Services and maintained by caretakers.
3. Campus Facilities ground staff will be responsible for removing all external postings.

### SIZE OF POSTED INFORMATION

Size of posted literature is restricted in order to allow maximum use of bulletin boards:

1. Items announcing specific events, parties, lectures, may not exceed 24” x 36”
2. Items announcing regularly scheduled meetings or events may not exceed 11” x 17”
3. Items of general information such as horses for sale, apartments for rent may not exceed 8 ½” x 11”
4. Banners or posters exceeding 24” x 36” must be approved by Campus Facilities

### TIME LIMITS

Time limits for postings are set by the owners of the bulletin boards. For “general” bulletin boards, caretaking staff will normally

1. Remove posters without an expiration date, name and email address immediately
2. Remove posters for events the day after the event.
3. Remove posters at the date of expiration given on the poster.
4. Remove all posters at the end of term.