



Posting Policy

College of Saint Mary recognizes the rights of students, faculty and staff to freedom of expression.

There are three primary objectives for regulating posting on campus: 1) to help foster and maintain a campus atmosphere of positive engagements and mutual respect; 2) to allow for maximum exposure and promotion of college events; and 3) to ensure a safe environment of order and cleanliness on campus. Your cooperation in abiding by the posting policy will aid in creating a campus that is pleasant and attractive for students, faculty, staff and visitors as well as provide your event with effective publicity and exposure.

Representatives of any registered student organization or college department may submit items for posting on general posting bulletin boards. Use of departmental or special area boards requires the permission of the department or area. This includes the dining hall – permission must be obtained from Creative Dining regarding table tents or flyers to be distributed in the dining hall, due to the limited space available on tables. Postings by student organizations or college department boards on their own bulletin boards need not obtain approval, however such parties must adhere to all other elements of this posting policy. This policy will be reviewed annually and updates made as needed.

SUPPLIES

1. Banner supplies are located in the Office of Student Leadership & Organizations. Supplies are available to any registered CSM campus organization or department. Banners must be created in the Student Leadership & Organization office.
2. Only tacks or staples can be used for posting on bulletin boards.

APPROVAL

1. The Director of Marketing & Public Relations (x2454) or Graphic Artist/Publications Coordinator (x2472) must approve all postings at least 24-hours prior to posting on general bulletin boards.
2. All postings that have not been approved will be removed immediately.
3. The name of the sponsoring organization/department must be clearly identified on each posting
4. Postings must contain specific information regarding the activity or event (i.e. time, date, location)
5. Off-campus groups and organizations, especially for-profit companies and groups, may not use campus bulletin boards to post notices, flyers, or other advertising. The Director of Marketing & Public Relations or Graphic Artist/Publications Coordinator can make exceptions when such postings are related to a co-sponsored activity involving a student group or college organization or department, or when the posting is clearly consistent with CSM's mission.
6. Banners must also be approved by the Director of Marketing & Public Relations or Graphic Artist/Publications Coordinator and cannot exceed 10' x 3' in size.

PLACEMENT

1. Posting is prohibited in the following areas: all trees and hedges; any painted or wood doors; windows; painted walls; the door adjoining the skywalk to Walsh Administration Building; all campus statues; trash cans; lamp posts; and parking lots, including on cars under wipers.
2. The “Wanted”, “For Sale”, and “Needed” boards located in the College Center near the bookstore are provided exclusively for personal notices. Therefore personal notices may not be placed on the general posting boards or in any other area.
3. All approved materials may be placed on general posting boards.
4. Posters for official college bulletin boards may not exceed 11” x 14”.
5. Posting is on a first-come, first served basis, up to space limitations.
6. Be considerate of other groups with postings. No posting may cover previously posted materials.
7. Only one item per event or activity may be posted on a single bulletin board.
8. Materials can only be posted **for up to two weeks prior** to any event or activity.
9. It is the **responsibility of the sponsoring group or organization** to remove postings from campus bulletin boards **within 24 hours following** an event or activity.
10. Postings for ongoing campus sponsored events may be posted for as long as the events are planned to occur.
11. Banners must not exceed 10’x3’ and can be hung in the following areas:
 - Windows in the stairwell along the East side of the Administration Building
 - Off of the balcony outside of the dining hall on the East side of the College Center
 - Inside of the dining hall on the north windows

RESIDENCE HALLS

1. All postings must be approved by the Director of Marketing & Public Relations or Graphic Artist/Publications Coordinator AND either the Director of Residence Life or the Assistant Resident Director.
2. Postings approved by the Director of Marketing & Public Relations or Graphic Artist/Publications Coordinator may be left at the Lozier Tower desk for Residence Life staff approval.
3. Items not approved will be removed immediately.
4. For posting 1 flyer per floor, submit 12 copies for approval. For posting only in main entrances, submit 4 copies for approval.
5. Banners may be hung in the entryway of Lozier Tower; after receiving approval, the banner must be hung by the sponsoring organization/department.
6. An appointment must be made with the Director of Residence Life to post on bathroom stalls.
7. All postings must be removed within 24 hours following the event or activity.
8. Materials to be distributed by external organizations, after receiving approval, will be distributed from a designated circulation location.
9. Posting on resident hall doors is reserved for Residence Hall Council, Resident Assistants, Director of Residence Life and Assistant Director of Residence Life.
10. Flyers may be placed in mailboxes if they have been approved by the Director of Marketing & Public Relations or Graphic Artist/Publications Coordinator AND either the Director of Residence Life or the Assistant Resident Director.

CONTENT

1. Content of all printed materials posted on campus must:
 - Contain no advertisements for products or services which undermine the integrity of the college (e.g. Term Paper Mills, Illegal Software Downloads, etc.)
 - Contain no articles or advertisements which are libelous
 - Contain no advertisements for alcoholic or drug related products

CONTENT OF MATERIALS

Posters shall not contain any word(s), illustrations, photographs, or symbols which are obscene, profane, sexist, discriminatory, or would otherwise tend to be offensive to potential viewers. Also, posters shall not interfere with any person's personal or academic pursuits by creating a hostile or intimidating environment. Complaints regarding the content of a posting should be taken to the Coordinator of Student Leadership & Organizations. If the materials are judged to be inappropriate or offensive, the sponsoring group or organization could incur loss of posting privileges or other sanctions depending upon the severity of the violation.

SANCTIONS DUE TO VIOLATIONS OF POSTING POLICY

Materials found in violation of this policy will be removed, and the sponsoring group, organization, or department may incur sanctions depending upon the seriousness of the violation and/or the number of violations.

THINGS TO CONSIDER WHEN CREATING A POSTER OR FLYER

1. Promote your group by prominently stating the name of your organization.
2. Use the flyer as a public relations tool for your organization or event. Visibility will be increased by a well-designed poster or flyer.
3. Be specific with dates, times, places, contact names and phone numbers when advertising an event.
4. Be thoughtful as to the content. If your advertising is sarcastic or satirical be mindful that some may not share your sense of humor.
5. Posters or flyers may not promote alcohol or substance use or abuse.
6. Posters promoting, endorsing or depicting violence or harassment to any individual or group will not be approved for posting.
7. Make an effort to print quality flyers and/or literature.
Plan lots of lead-time (four weeks or more) to take full advantage of the process of scheduling and advertising an event.
8. Plan carefully before running off materials in order not to print more than can legitimately be utilized.
9. Use other types of promotion in addition to flyers. Flyers should only be one small part of your promotional campaign.