

## **IHCC Policy 1A.1.2 Posting Policy**

### **Part 1. Policy Statement.**

This policy defines the College's position related to informational postings in Inver Hills Community College buildings and provides a systematic process that facilitates the posting of appropriate communications in appropriate areas. The College's objective is to inform employees and students of College guidelines and procedures for posting information items that are designed to facilitate the achievement of institutional goals and objectives.

While the College recognizes that campus postings are an integral part of communication within the College community, it is also committed to ensuring clean, neat, and well-maintained facilities and preventing damage to College property.

### **Policy Procedures:**

All postings will conform to the following regulations:

- College related materials may be posted in hallways and on designated bulletin boards only. No postings in stairwells, doors/entryways, or in bathrooms/classrooms. Only official college notices may be posted at entryways.
- No postings allowed on the 2nd floor of the college center except on existing bulletin boards.
- Use masking or similar tape only.
- Posters/fliers may be approved unless they violate college policy, e.g., drug/alcohol free campus, harassment and discrimination.
- All materials will be stamped with an expiration date, usually three weeks from date of submission or after the event has occurred.
- Materials related to student clubs/activities should include the name of the organization and contact information and must be approved by the Office of Student Life (CC-116).
- External materials and announcements must be approved by either the Information Desk or the Office of Student Life for posting on the designated bulletin board(s) only.

Academic or administrative postings must be approved by either the information desk or the office of student life.

- A limit of twenty-five 8" x 11" posters or 11" x17" posters will be approved for posting around campus for each event or announcement.
- After one warning, failure to follow the above guidelines will result in loss of posting privileges.

### **Related Documents:**

- N/A

### **Policy History**

Date of Adoption: 04/2002

Last Review date: 04/28/2010

Date most recent policy revisions go into effect: 07/2010

**Date & Subject of Revisions:**

10/3/2016 – Assigned policy number. Changed to new template.

04/28/2010 reviewed

04/2002 reviewed