

CAMPUS POSTING

It is the procedure of Southwestern Oregon Community College District that materials to be posted must be stamped by the Office of Student Life, the Foundation Office, or the Executive Dean of Curry Campus. All materials posted on campus will be stamped with the official stamp of the Southwestern campus, with the correct date of removal. One original master poster to be copied or duplicated should be initialed as approved before it is duplicated. Materials to be presented to the above for approval must first receive approval from their own department head, club advisor, or supervisor.

If posting in Student Housing, all materials must be approved by the Student Housing Department.

Any posters or bulletins found in violation of this regulation will be removed immediately.

Posted materials should be relevant to an educational function of the College, a student activity and/or a community service. The Coordinator of Student Life and the Facility Use Group will determine the relevance of the posting content. Public materials not deemed relevant such as community advertisements, may be posted on the three public posting boards on campus if approved. Material that conflicts with a Southwestern class or facility will not be approved for posting.

Materials posted on the Freedom of Expression Board may be posted without any authorization stamp. Postings on the board must follow the Freedom of Expression policy, APP 5029.

All posters and flyers must be no larger than 11 X 17 unless prior approval has been received and should not exceed the maximum number of posters and flyers for each of the following campuses.

Coos Bay - 100 (includes housing). 60 without housing.	Brookings – 2
Gold Beach - 1	Port Orford - 1

Posters may remain up for two weeks or ten school days with some exceptions. Posters and tape should be completely removed at the end of this time by persons who posted them. Non-compliance of removal may result in denial of future posting. In the interest of sharing available space, no more than one poster may be placed in each posting location to advertise any one given activity.

LOCATIONS FOR POSTING:

Posting is only authorized on bulletin boards not already designated as a department or organization bulletin board and on cement surfaces with blue painter's tape affixed to the back of the posting document. There will be no posting on metal, wood, painted surfaces, inside elevators, doors, or glass.

Public posting boards are located in Empire, Dellwood and Stensland Hall. The Freedom of Expression Board is located in Empire Hall.

LOCATIONS FOR POSTING (CONT.)

Tioga Hall

2nd floor – Please check with the Library staff before posting.

3rd floor – Please check with the Laker Commons staff before posting.

Recreation Center – Please check with Recreation Center staff member before posting.

Elevators

No posting allowed, except Southwestern notices such as library closure dates, room changes, Community College month, etc.

Procedure #5.034 September 23, 1996

Revised: November 18, 2009

Reviewed: March 3, 2014 (Formerly Admin. Policy 5.034)

Revised: August 2, 2017