

## **PROCEDURE on Posting of Materials**

**Number 3.20.02**

### **What May Be Posted:**

### **Location of Postings:**

***Bulletin Boards:*** Students and registered student organizations may post on bulletin boards located on each campus and throughout the buildings (Main Campus in Galesburg, the Annex in downtown Galesburg, Learning Center at Sandburg Mall; Branch Campus and Education Commons in Carthage; and Extension Center in Bushnell).

However, some committees, clubs, and departments post pertinent information on bulletin boards assigned to the particular department or club. These bulletin boards are managed by the specific academic program faculty or club members and are not available for generalized student postings.

***Sidewalks (Chalking):*** Chalk may be used on sidewalks provided that (1) it is washable and non-toxic and (2) only in areas which are exposed to rainwater so that it may be washed away. Liquid chalk or chalk paint may not be used.

***Prohibited Locations:*** Posting on glass surfaces, doors, painted surfaces, window and door frames, floors, building signs, light poles, automobiles, exterior surfaces of campus buildings, and sidewalks (other than permissible sidewalk chalking) is prohibited with the exception of class-related cancellations and notices.

### **Posting Procedures:**

***Obtaining Approval:*** On the Main Campus, materials to be posted should be sent to the Marketing and Public Relations Office. The Marketing and Public Relations Office will then either approve or deny the proposed materials.

If approval of proposed sidewalk chalking is sought, the student or campus organization must provide the relevant decision-maker with information as to the proposed content, location, and size as well as the student or organization that will conduct the chalking.

Materials to be posted at the Branch Campus and Extension Center shall follow similar procedures pertinent to the location under the auspices of the appropriate Director or on-site Building Supervisor.

Materials may be denied approval only if they:

- Are defamatory or obscene;
- May be deemed to be offensive or discriminatory to a portion of the College community in violation of the College's harassment and other policies;
- Present a clear and present danger of a result which the College has a right to prevent;
- Advertise an event which is illegal or unlawful;
- Discuss an event or meeting at a location where alcohol may be served;

- Are of a size or form that would impede the ability of others to post;
- Contain an inadequate location and time description; or

The decision of the Office or Director to deny approval may be appealed to affirmative action officer. The results of such an appeal are final. Alternatively, materials may be re-evaluated in light of any proposed modifications consistent with this policy.

If approved, the word “APPROVED” will be placed on the materials along with the dates on which they are to be posted and removed when events/offers are over.

Sidewalk chalking need not obtain prior approval, provided it meets the two manner and location requirements above. However, the College retains the right to remove any chalking that would be denied under the ordinary posting approval process.

***Posting and Removing Materials:*** Once approved, College personnel are responsible for displaying and removing postings by and on the dates indicated. Students may not remove another student’s (or organization’s) posting without College approval.

2/06 (12/08) (03/11) (1/14)