

	Student posting/flyers		Artwork in offices
Lewis and Clark	Items can only be hung on bulletin boards, and items must be approved and stamped by Student Activities before they can be hung.		
Southeastern	At Southeastern, all postings are restricted to bulletin boards throughout each building. Outside of the student posting board in our student center, all postings have to be approved through our Student Activities office.		no policy
Parkland	POLICY 3.35 SIGNAGE Permission to distribute or post within the College buildings and temporary signage or publicity materials is reserved to the College and its administration. Permission is granted by the Vice President for Student Services. Items submitted for posting approval must meet satisfactory standards for appearance, spelling, and good taste. Only College affiliated student, faculty or staff groups may use the College bulletin boards, rail boards, display boards, or column poster clips. (See Procedures for departmental bulletin boards.) **Additional procedures on Sheet 2		no official policy--Employees can't paint their offices, but I believe they're free to hang artwork, certificates, photos, etc. of their choice within their offices (not in public spaces) as long as they don't violate any other policies (e.g., nothing lewd, etc.).
John Wood	All requests, to post and/or distribute printed and other material on-campus, must be made to the office of the Vice President for Student Services. The College limits the right to post materials. Additional procedures on Sheet 3		No policies, but we do hang student artwork that is hung in areas of the college. Our art instructor selects any pieces that are worthy of displaying
Sauk Valley	If we are talking about student fliers or fliers from the community, they must go through the marketing office for the stamp of approval. Anything not stamped will be removed and discarded. They can only be placed on the public bulletin boards. No items may be posted anywhere else such as restroom stalls, staircases, entrance doors, other doors, windows, etc.		Personal items that are hung on office walls are up to the individual. We do not have a policy in place for items to hang in offices...other than it must be tactful.
Rock Valley	We do go by the student posting policy when it comes to issues of hanging signs, etc. in the windows of office doors, etc. (not to completely obstruct view). Additional information on Sheet 4		We do not have an official posting policy for employees. But have considered creating one. When we've had new buildings, it has been the expectation that only POM workers can hang any pictures/signs – even if requested by the employee. So, I guess our POM folks have the power to say yes or no to individual hanging/posting requests.
Waubonsee			WCC guidelines are that private offices do what you will. Public places we use student art (selected through a different process) or "marketing approved" art. No "Successories" allowed.
Spoon River	None in place		
Kishwaukee	They did not create a policy here but, it's my understanding that they went with TV's to replace posting. Still have some bulletin boards		
Kankakee	At KC we have a policy regarding posting stating that the postings must be done on bulletin boards and approved through VP of Student Services office –my administrative assistant handles the approval. The postings must be professional in appearance and content and are dated and limited to time that they are displayed.		
College of DuPage	Only items approved in advance by Student Life are permitted on the Student Life bulletin board. Items are not to be taped to the walls.		Common sense. No official policy.

Shawnee	Permission to distribute or post items on the bulletin boards must be approved by the Vice President of Student and Administrative Services. All items submitted for posting must meet satisfactory standards. Posters/flyers placed on bulletin boards without approval will be removed. We also have TVs which are used by the Marketing/PR department for announcements and notification of upcoming events at the College.		no policy
IVCC	Permission to distribute or post items on the bulletin boards must be approved by the Vice President of Learning and Student Development office. All items submitted for posting must meet satisfactory standards. Posters/flyers placed on bulletin boards without the stamp are removed. There are 2 open bulletin boards on campus that do not require approvals.		no policy--working on this
10-Mar-14			

## Parkland procedures

### Procedure

#### 3.35 SIGNAGE

##### A. Temporary Indoor Signage

1. These policies and guidelines are applicable for both students (as individuals or groups) and the College staff, with this exception: faculty office doors are not included in this policy and guidelines statement, and faculty office occupants are responsible for all materials which may be displayed thereon.
2. Approval of all materials to be posted will be indicated by the date-stamp and signature affixed in the office of the Vice President for Student Services.
3. Community or commercially-related advertising, subject to official approval, may be posted only on designated Community Bulletin Boards.
4. Designated spaces are provided for posting of notices regarding items for sale or wanted, housing, shared transportation, and services, and such notices must be restricted to these spaces.
5. Publicity or display materials are prohibited from placement in any location or on any surface not specifically designated for that purpose. Posters, fliers, notices, or other materials may not be placed on any glass surface, doors, vending machines, floors, ceilings, or walls, or attached to any wood surface by tacks or staples. Only masking tape or poster putty may be used, if necessary, on the back of a poster to stabilize its placement within the side clips on the wood columns or in any other authorized location.
6. The posting organization or individual shall remove the approved publicity or special notice materials no later than the date stamped on the poster or information notice. All publicity items remaining after this date will be discarded.
7. The removal of notices, announcements, and publicity materials should be the responsibility of the posting groups or individuals. Any employee of the College removing items not in compliance should be considered as acting for the College and not personally responsible for the action. All signs removed by College personnel shall be returned to the office of the Vice President for Student Services.
8. The maximum size of any poster shall be 14" x 22". All display materials on the wood columns must be on a vertical backing of this size; smaller items must be attached to an acceptable poster material. No items may be posted on the side of a wood column which has permanently affixed informational or directional signs.
9. Posters may be displayed throughout the campus, but they shall not be located so that more than two identical signs are visible from any single location. A maximum of twelve posters will be approved for a single event.
10. Notices on community bulletin boards shall be limited in size due to space availability. Materials on all boards shall be posted entirely within the framework of the display area.
11. Posters may be approved for a period not to exceed two weeks. Exceptions may be determined by the Vice President for Student Services.
12. Publicity guidelines and procedures for campaigning for specific issues and elected offices associated with the Student Government will be designated by the Student Association Election Board.
13. Departmental bulletin boards in public areas are under the jurisdiction of the identified Department Chairs. Approval for posting on these boards must be granted by the appropriate Chair or designee.

#### John Wood procedures

All requests, to post and/or distribute printed and other material on-campus, must be made to the office of the Vice President for Student Services. The College limits the right to post materials.

We will post materials from the following:

- John Wood Community College sanctioned student organizations, college departments, service areas and other recognized groups and organizations that have an established relationship with the
- Regionally accredited post-secondary colleges and universities.
- Commercial organizations where a contractual relationship exists with the College.
- Enrolled students and employees.

**All signs/posters must be approved, stamped, and dated** by the staff in the Vice President for Student's office (extension 4301).

***Please DO NOT use tape on windows, doors or walls. Any materials posted on these areas will be removed immediately.***

***All materials will be taken down after the date of the event or three weeks after the initial posting.***

## Rock Valley

### Student Life Bulletin Board Regulations and Posting Policy

(Updated March 8, 2012 and effective July 1, 2012)

The following are general regulations for Student Life bulletin boards located in various Rock Valley College buildings on the Main Campus, the Learning and Opportunity Center (LOC), and Stenstrom Center for Career Education (SCCE).

1. All signs must be stamped and marked with a take-down date by the Student Life Office, prior to being posted.
2. All event signage must include date, time, location, and point-of-contact.
3. Signs that include advertising for businesses, other profit-making enterprises or services, alcohol, drugs, or hate speech are prohibited.
4. No posters/signs promoting activities/opportunities that go against Rock Valley College's policies are allowed, including, but not limited to, activities/opportunities which Rock Valley College's insurance would not cover.
5. Signs may not be posted on doors, windows, walls, vending machines, or anything else on campus other than bulletin boards; with the occasional exception of select window locations upon approval.
6. No more than one sign per event is permitted on any one bulletin board.
7. No sign may cover up another sign that is already posted.
8. Signs may be posted for up to two (2) weeks.
9. Bulletin boards will be cleared of outdated flyers on a weekly basis by Student Life Office staff.

10. Student Life reserves the right to remove any signage, without notice, if it is outdated, does not adhere to the regulations above, or is contrary to College standards.

11. Size restrictions: Posters/signs are recommended to be 8.5" x 11", but no sign shall be larger than 11" x 17", unless granted special permission from the Manager of Student Life or appointed designee.

Campus departments/faculty may post signs advertising events or services for students on Student Life bulletin boards, in accordance with the general regulations above.

Additional posting policies pertaining specifically to recognized student clubs & organizations:

1. Signs advertising club/organization events and special meetings are to be posted on Student Life bulletin boards.
2. It is the responsibility of the clubs/organizations to post their signage on approved bulletin boards.
3. Special guidelines for Student Center postings:
  - In addition to bulletin boards, there are other acceptable posting areas within the Student Center. Please see the Student Life Office for a separate listing of these approved areas.
  - Signs advertising an upcoming event in the Atrium may be posted on the interior Atrium doors no more than one

(1) day prior to the event and the club/organization is responsible for removing the signage immediately after the event concludes.

4. It is never permissible to post on or within faculty, staff, or department offices, unless special approval is granted by the individual whose office it is or designee.

5. Copying and Posting Limits: Recognized clubs/organizations are limited to copying and posting 20 signs at Main Campus, three (3) signs at LOC, and five (5) signs at SCCE. If more signs are needed, then special permission from the Manager of Student Life or appointed designee will be required.

6. Electronic Postings: Recognized clubs/organizations may post electronically via the Student Weekly News, Goose Groups, or campus TV monitors. Please see the Student Life Office for additional information about how to post electronically.

7. Banners, Table Tents, and Handbills: Recognized clubs/organizations may request to post event information on banners, table tents, and handbills. Please visit the Student Life Office for more details.

8. Chalking: Recognized clubs/organizations may request to use washable sidewalk chalk provided to them by the Student Life Office. Chalk is only permitted outside on sidewalks and the bridge on the Main Campus and on sidewalks at SCCE.