

## NCSC/OSU-M POSTING POLICY

*It is important for students and student organizations to have adequate opportunities to publicize their events. It is also important to maintain an attractive campus, free of unnecessary litter. The following guidelines are designed to achieve those objectives.*

Students, faculty, and staff may post information and notices concerning their organization/department in areas designated by NCSC/OSU-M administration, such as the bulletin boards in each of the buildings. These postings must be stamped and approved by a building monitor prior to posting. All student requests should be sent to the Office of Campus Life for approval. Prior approval is required before anything is posted. When in doubt, contact the Office of Campus Life for assistance at 755-4314. Guidelines for posting include:

1. Posting inside of campus buildings must observe all posting guidelines specific to that building or department.  
Each building monitor will receive a stamp with their building name, a date (this date will represent the day the information should be taken down), and a place for the monitor to initial. Each building monitor will be responsible for stamping a date on the item(s) to be posted. The date to be removed should be within 24 hours after the date of event or within 20 working days of the request for posting. The building monitor is responsible for institutional activities only. (Prior to printing additional flyers, please bring notice to be stamped.)
2. Only one notice per event may be posted per board surface.
3. Posted material should not cover or obstruct other notices.
4. Posted material should be of a reasonable size relative to the size of the posting area. (5x5, 5x7, 8½x11, or 8½ x 14 is preferred.)
5. Posting is prohibited on all pieces of artwork, trees, furniture and seating, streets and signs, glass surfaces, doors, painted surfaces, columns, etc. In the case of emergency, the administration of the institutions may post a notice on a door area.
6. Chalk may be used to post notices on sidewalks but is prohibited on buildings. Under no circumstances may acrylics, ink or paint be used on any permanent surface.
7. ALL postings in regard to student requests must be approved and stamped by the Office of Campus Life.
8. No postings by off-campus groups or individuals will be approved by building monitors.

Campus personnel will remove notices from all student posting areas on a bi-weekly basis. These areas will also be checked regularly to remove dated notices, non-campus-related postings and violations.

Violations of this policy will be handled through the Office of Campus Life and other NCSC/OSU-M personnel as seen fit. Groups or individuals responsible for violations will be assessed the actual cost of clean up and any necessary repairs.

### Campus Building Monitors:

To have something approved, please report to one of the following monitors, depending on the building where you will be posting the items.

FALLERIUS:	Roberta Moore, Rm 158	CRC:	Jennifer Racer, CRC
HEALTH SCIENCES:	Betty Hager, Rm 201	OVALWOOD:	
BROMFIELD:		Basement, 1 <sup>st</sup> &	
Library/1 <sup>st</sup> Floor:	Beth Burns, Library	2 <sup>nd</sup> Floors	Laura Grimm, Rm. 115
Second Floor:	Kimberly Lybarger, Rm 209	3 <sup>rd</sup> & 4 <sup>th</sup> Floors	Marna Utz, Rm. 360A
KEE HALL:	Switchboard	EISENHOWER:	Tammy Smith, Rm. 214
KEHOE CENTER:	Pam Barrett, Rm 150		