

<b>TITLE: POSTER POLICY</b>	
<b>APPROVED:</b> March 26, 2004	<b>REVIEWED:</b> February 27, 2007 December 11, 2007 October 7, 2013
<b>NEXT REVIEW:</b> 2016-2017	
<b>RESPONSIBILITY:</b> Dean, Student Experience	
<b>APPENDICES:</b>	
<b>CROSS-REFERENCE:</b> <ul style="list-style-type: none"> <li>▪ Ethics Policy</li> <li>▪ Harassment Policy</li> <li>▪ GPRC Style Guide (available through the Department of Community Relations)</li> <li>▪ Environmental Action Team Terms of Reference</li> </ul>	

**POLICY STATEMENT:**

**Posters enable the sharing of information and encourage or promote discussion and awareness of issues and activities around the College. This policy designates the appropriate location and distribution of material to be posted in a public institution.**

**PURPOSE:**

To better serve communications within the College community and to maintain the College as an attractive place to work and learn while encouraging the appropriate use of posters and notices in the College.

**SCOPE:**

The policy guidelines apply to the College premises. A number of bulletin boards exist throughout the College. Some are bulletin boards controlled and maintained by College departments, others are for college and public community use. This policy addresses the guidelines for posting on public notice boards.

As an understanding between Student Services and the Students Association, Students Association elections posters will be exempt from these procedures/Guidelines provided that the candidates comply with the regulations identified by the Students Association during this event. Exceptions include, but are not limited to, poster sizes, multiple posters in an area, duration of postings. Please note that regardless of exceptions to the size, number and length of time for these postings, removal of all postings in a timely manner following the election is required by each candidate. (From U of A policy)

This policy applies to all GPRC campuses, buildings and grounds on all GPRC properties, with the exception of the following notices/notice boards:

- Facilities shutdown notices (Campus Operations)
- GPRC Advertisements (Community Relations)
- Classroom change signs (Student Services)
- School / Department notice boards (Individual Departments/Schools)
- Notice Boards in Residence (Residence)

Inquiries should be directed to Student Services.

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## **DEFINITIONS :**

**“Suitable”** means posters/notices containing content consistent with applicable GPRC Policies.

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## **PROCEDURE / GUIDELINES :**

### **1. General Guidelines**

- 1.1. There will be no posters posted on brick.
- 1.2. All posters/notices must be authorized, stamped and dated by Student Services prior to posting.
- 1.3. Posters/notices must only be placed on College bulletin boards and must not be attached elsewhere such as walls, doors, lockers, windows, railings, or hung from ceilings.
- 1.4. Thumb tacks and push pins are the preferred method for mounting approved posters onto approved notice boards.
- 1.5. If special approval is received from Student Services to mount posters onto walls or pillars, “sticky tack” or equivalent is the preferred method. If tape must be used, painters tape is the only allowable type.
- 1.6. A maximum of one poster per bulletin board will be allowed if there is available space.
- 1.7. Final authority on suitability of any posters/notices will be at the discretion of Student Services.
- 1.8. Student Services will be responsible for monitoring all bulletin boards and removing unauthorized and outdated posters/notices.
- 1.9. Exceptions may be made at the discretion of Student Services upon request.

- 1.10 Posters/notices used to promote an event will be originally stamped and dated for posting for a maximum of one month or until the event date, whichever is the lesser amount of time. These posters must be taken down when the event is finished.
  - 1.10.1 Exceptions will be made to the 30 day maximum for posters regarding the Used Book Sale, Students' Association sanctioned clubs and the student health and dental plan.
  - 1.11 Posters put up to direct people to events must also be approved by Student Services and will be removed by the event host immediately following the event.

## **2. Classified Advertisements**

- 2.1 Licensed Businesses and Companies who wish to advertise a product or service on college bulletin boards may do so under the Classified Advertisements category.
- 2.2 Upon approval, classified ads will be will be originally stamped and dated and posted by Student Services.
- 2.3 Advertisements will be originally stamped and dated for a maximum of two weeks.
- 2.4 No more than one poster per bulletin board for a specific advertisement, with a maximum size of 8 ½" X 11" will be approved for posting. Postings will be dependent on available space.