

University Policy

Policy Name: Posting	Date of Adoption July 2000
Custodian of Policy: Associate Vice President for Student Affairs and Enrollment Management	Effective Date of Last Revision June 15, 2012
	Date of Next Review September 2018

Policy

Minnesota State University, Mankato is committed to supporting student engagement in and out of the classroom and to providing a campus environment that is safe, orderly, and aesthetically pleasing. To this end, posting on campus is permitted by members of the university community subject to the approval processes and guidelines below.

Materials associated with specific academic and departmental information and activities may be posted by university personnel on bulletin boards in departmental offices/areas and are not subject to approval via this policy.

Procedures

All materials posted or displayed on general use bulletin boards at Minnesota State Mankato in academic buildings and the Centennial Student Union must receive approval from the Centennial Student Union Administration office located in CSU 220. All materials posted or displayed in the Residence Halls must be approved by the Department of Residential Life located in CC 111.

Posters may be dropped off in CSU 220 for the Centennial Student Union or CC 111 for the Department of Residential Life to be approved and stamped between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Materials shall be date stamped to signify approval for posting. Posters 8 ½"x11" are the preferred size, but materials will be accepted up to 11"x16 1/2". Posters must contain the name of a contact person, group, or department, and phone number or website.

There are approximately 70 general use bulletin boards within academic buildings, the Centennial Student Union, and Residence Halls. No more than one poster per event may be hung on each board with either staples or push pins. The Centennial Student Union will accept up to six posters for one event and Residential Life will accept eight posters for each event (two in each residence hall). After 30 days, or upon completion of a posted event, University General Maintenance Workers will remove posters from bulletin boards.

All materials to be posted or displayed on general use bulletin boards in academic buildings should be academically related and sponsored by a University department or Recognized Student Organization (RSO). Materials to be posted in the Centennial Student Union and Residence Halls should adhere to the posting guidelines established for the respective facilities. Please contact the Centennial Student Union Administration office and/or Department of Residential Life for more information. Additional opportunities to

post event information are available in a variety of locations across campus; please check with individual departments to see what opportunities might exist.

The following situations may be cause for materials to be removed:

- posters hung on walls, windows, doors, stairwells and restroom stalls
- more than one event on a bulletin board
- posters that have not been stamped
- those which do not meet posting guidelines
- posters placed on bulletin boards for the explicit use of faculty in and outside classrooms

Violation of the Posting policy may result in loss of posting privileges.

Rationale

It is important for student groups and campus departments to have adequate opportunities to publicize their events. It is equally important to maintain an attractive campus free of unnecessary litter.