

# University Policies

<b>Policy Name:</b> Posting	<b>Effective Date:</b>
<b>Custodian of Policy:</b> Associate Vice President for Student Affairs	<b>Last Review:</b> July 2000
	<b>Next Review:</b> September 2018

## FORMAL REVIEW

### 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 guidelines and approval processes below. (Note: 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 posting policy.)

### Procedures

All materials posted or displayed on general use bulletin boards at Minnesota State University Mankato must receive approval from the Centennial Student Union Administration office located on the second floor in CSU 220. All materials posted or displayed in the Residence Halls must be approved by the Department of Residential Life in Carkoski Commons room CC 111. All materials posted or displayed on general use bulletin boards in the academic buildings around campus must receive approval in the Centennial Student Union Administration office in CSU 220. Materials shall be date stamped to signify approval for posting. Posters may be stamped between the hours of 8:00 am and 4:30 pm Monday through Friday in CSU 220 or dropped off at CC 111. It normally takes ten or fifteen minutes for posters to be stamped. After 30 days, or upon completion of the event, General Maintenance Workers will remove posters from the bulletin boards.

All materials posted or displayed in the academic buildings must be academically related, sponsored by a University department or Recognized Student Organization (RSO). Posters must also contain the name of a contact person, group or department and phone number or website. Other materials advertising a topic which MSU students would find beneficial in their pursuit of a degree, such as internships, will be permitted. Posters 8 ½"x11" are the preferred size, but materials will be accepted up to 11"x16 1/2". These materials may also be posted in the Centennial Student Union along with off-campus events. Residential Life determines what materials are hung in the residence halls.

The following materials will not be permitted:

- advertising profit-making goods or services
- items that are discriminatory in nature
- programs that exclude any segment of the student body
- personal advertisements
- in language other than English, unless English translation is stated
- political issues
- consumption of alcohol
- use of weapons
- roommate or sublease wanted\*

- apartments or houses for rent\*

\* The CSU has bulletin boards located outside Student Activities CSU 173 specifically for roommates wanted, subleases, ride share, items for sale, services offered and a miscellaneous section.

There are approximately 70 general use bulletin boards within the hallways of the academic buildings, Centennial Student Union and Residential Life. No more than one poster per event may be hung on each board with either staples or push pins. General Maintenance Workers will remove posters from general use bulletin boards in academic buildings after the event or within one month of posting. The Centennial Student Union will accept up to six posters for one event and CSU staff members will ~~the~~ then hang items on bulletin boards. Residential Life will accept eight posters for each event (two in each residence hall.) 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 the basic guidelines
- posters placed on bulletin boards for the explicit use of faculty in and outside classrooms

Exceptions to this policy, may be made with approval from the Communications Coordinator for the Centennial Student Union, and are annually made for three campus wide activities:

- MSSA Senate elections
- International Student Association (ISA) elections
- Homecoming king and queen candidates

Individuals posting these materials must follow the respective committee guidelines.

NOTE: Violation of posting guidelines may result in loss of posting privileges.

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.

## 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. The following guidelines are designed to achieve those objectives, while avoiding limitations to freedom of speech. The Posting Policy at Minnesota State University is intended to insure that the general use bulletin boards around campus are available for promoting campus activities, and that the bulletin boards are kept current.