



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs

Approved By: Richard R. Rush
President

Policy Number: SA.07.009

Effective Date: 5/13/09

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Policy on Posting of Signage and Materials in Internal Spaces within the Campus Community

PURPOSE:

The purpose of this policy is to establish guidelines for posting of materials within buildings and areas of the campus, which will allow for the promotion of ideas and events appropriate to the campus community. This policy is also intended to establish a consistent standard with respect to what is acceptable for posting and the timeframes for which these materials may be posted and subsequently removed.

This policy does not supersede any provision of any Collective Bargaining Agreement.

BACKGROUND:

This policy serves as a companion piece to the University's Policy on Posting of Signage and Materials on External Spaces within the Campus Community, which focuses on external signage on the campus. This policy is intended to ensure the interior maintenance and appearance of the campus community by keeping interior spaces uncluttered by excessive signage, banners, fliers, and other materials that may visually impair the aesthetic beauty and quality of the campus while also helping to maintain the structural integrity of University buildings and facilities.

POLICY:

Accountability:

The Provost/Vice President for Academic Affairs and the Vice President for Student Affairs

Applicability:

All CSUCI faculty, staff and students as well as external campus constituencies.

Text:

Students and Student Clubs and Organizations:

- A. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the Vice President for Student Affairs or his/her designee. The distribution of such materials by students or student clubs or organizations, as approved by the Vice President for Student Affairs or his/her designee, is permitted provided steps have been taken to preserve the orderliness of the campus.



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- B. Non-University or off-campus printed materials shall not be distributed or circulated within buildings of the campus community by students or student clubs and organizations without first being approved by the Vice President for Student Affairs or his/her designee.
- C. Requests for posting flyers, leaflets, brochures or other materials within campus buildings from students or student clubs and organizations must first be approved by the Vice President for Student Affairs or his/her designee.
- D. Students or student clubs or organizations should in no way tack, stick, glue, paste, pin, staple, or otherwise affix any materials on any door, wall, window, lobby, or other surface on campus without prior approval from the Vice President for Student Affairs or his/her designee.
- E. Un-approved postings or postings in unauthorized locations within the campus buildings will be removed. The Bell Tower front lobby, the blue textured wall in the lobby of Aliso Hall and all public doors (exteriors, classrooms, restrooms and office suite doors) have been designated as non-posting areas.
- F. It is the responsibility of the individual or group posting materials to ensure that all postings have been removed within two working days following the event or date on the posting.
- G. Students or student clubs and organizations that violate this policy may have posting privileges revoked for a specified period of time. Unauthorized postings of a threatening, discriminatory or offensive manner may result in disciplinary action.

External Constituencies:

- A. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the Vice President for Student Affairs or his/her designee. The distribution of such materials by external constituencies, as approved by the Vice President for Student Affairs or his/her designee, is permitted provided steps have been taken to preserve the orderliness of the campus.



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- B. Time, place and manner may be determined for distribution and may require the sponsorship of a student club or organization or University department.
- C. Non-University or off-campus printed materials shall not be distributed or circulated within buildings of the campus community by external constituencies without first being approved by the Vice President for Student Affairs or his/her designee.
- D. Requests for posting flyers, leaflets, brochures or other materials within campus buildings from external constituencies must first be approved by the Vice President for Student Affairs or his/her designee.
- E. External constituencies should in no way tack, stick, glue, paste, pin, staple, or otherwise affix any materials on any door, wall, window lobby, or other surface on campus.
- F. Un-approved postings or postings in unauthorized locations within the campus buildings will be removed. The Bell Tower front lobby, the blue textured wall in the lobby of Aliso Hall and all public doors (exteriors, classrooms, restrooms and office suite doors) have been designated as non-posting areas.
- G. External constituencies that violate this policy may have posting privileges revoked for a specified period of time. Unauthorized postings of a threatening, discriminatory or offensive manner may result in legal action.

University staff and faculty:

- A. Appropriate written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines established and supervised by the appropriate University Vice President or his/her designee. The distribution of such materials by staff and faculty within guidelines approved by the appropriate University Vice President or his/her designee, is permitted provided steps have been taken to preserve the orderliness of the campus.



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- B. Non-University or off-campus printed materials shall not be distributed or circulated within buildings of the campus community by faculty or staff without first being approved by the appropriate University Vice President or his/her designee.
- C. Staff and faculty should not affix materials in a way that will cause damage to the location where they are posted. Acceptable methods of posting materials include the use of poster putty or painters masking tape.
- D. It is the responsibility of the individual or group posting materials to remove them within two working days following the event or date on the posting.
- E. Un-approved postings or postings in unauthorized locations within the campus buildings will be removed. The Bell Tower front lobby, the blue textured wall in the lobby of Aliso Hall and all public doors (exterior classrooms, restrooms and office suite doors) have been designated as non-posting areas.

EXHIBIT(S):

Academic Affairs Events Posting Process and the Division of Student Affairs Procedure for Print Requests and Campus Advertising