

# Posting of Literature on Campus (Procedures)

## Purpose

Western Illinois University - QC posting facilities shall be reserved primarily for the use of students, faculty and staff to inform the campus community about college-related programs and activities. Some space shall also be made available for posting by off-campus groups, individuals, or organizations, including commercial enterprise for promoting appropriate activities and/or opportunities in the community or at the college per the following procedures.

## Procedures

### General Procedures for all Posting and Distribution of Literature

- All materials must be approved and have the QC logo.  
Posted materials not bearing the correct QC logo or without approval will be removed.
- Approved materials will be posted by Student Affairs staff.
- All materials posted on campus will be removed in a timely fashion after the announced event by Student Affairs staff.
- Custodians and maintenance staff will immediately remove

- signs that are causing damage to the buildings or grounds.
- Posted materials which are torn, damaged, or covering another posting will be removed and discarded.
  - All posted literature must bear some identification of the organization or individual publishing, sponsoring, or distributing it. No anonymous literature may be posted on the Western Illinois University - QC campus. College staff will immediately remove and discard any anonymous literature.
  - If posted literature is in a language other than English, an English translation must be included or posted alongside.
  - Distribution of literature by placing it on motor vehicles parked on Western Illinois University - QC property is prohibited.
  - Violators of these provisions may be responsible for the cost of cleaning and/or restoration of any facility marred or damaged by the posting of literature.
  - Student Affairs staff will periodically clear outdated material from posting areas.

## **Literature Concerning Campus Life, Student, and Staff Activities**

- Literature concerning campus life, student, and staff activities may be posted only on the designated posting areas

(bulletin boards or kiosks) provided in classrooms, common areas, and corridors around campus.

- Members of the campus community must have their literature approved prior to posting.
- The campus group or individual posting literature about an event is also expected to remove it in a timely fashion after the event.
- Posted materials are normally placed two to three weeks prior to an event and removed immediately after the event. Exceptions may be granted for certain Western Illinois University - QC activities and announcements.
- Student, campus life, and staff activities posting is limited to one copy per designated posting area.
- Members of the campus community violating these provisions or other appropriate college rules may be held responsible for the cost of cleaning or repairing any Western Illinois University - QC facilities damaged by their posting of literature, and may be prohibited from future posting.

## **Literature Concerning Commercial Promotions or Off-Campus Events**

- Posting of literature for commercial purposes or to promote off-campus events is limited to posting on the designated bulletin boards in the student union.

“Commercial purposes” means speech which does no more than propose a commercial transaction.

- Commercial organizations or off-campus groups must submit their materials to the campus information desk for content approval and date-stamping. Student programs staff will post the literature on the designated boards.
- All posted literature from commercial or off-campus groups must bear identification of the organization or individual publishing, sponsoring, or distributing it.
- Advertising of alcohol, weapons and tobacco products is not permitted.
- Posted materials are normally placed two to three weeks prior to a promotion and removed immediately after the promotion.
- Commercial posting is limited to one copy per authorized commercial/off-campus posting area.
- Violations of these provisions may be responsible for the cost of cleaning and/or restoration of any facility marred or damaged by the posting of literature and may be prohibited from further use of Western Illinois University - QC posting facilities.

## Bulletin Board Assignments

- Stairwell and corridor bulletin boards and kiosks around

campus will be clearly designated for publicizing Western Illinois University - QC campus life, student, and staff activities. Bulletin board space designated for commercial/off-campus group literature will be provided in the student union.

- Interior office and classroom bulletin boards are reserved for the use of staff and instructors. Campus departments control what may be posted on the bulletin boards within their office areas.
- Interior bulletin board space within the student union in the C building is assigned by the director of student programs. Personal and sale items may be posted in the designated bulletin board space in the student union. Pre-printed forms for advertising housing, help wanted, tutoring, child care, etc. are available from the campus information desk.
- Bulletin boards may be provided in public restrooms for the posting of health-related information. Such materials must be approved by the director of student programs before posting.
- A complete inventory of Western Illinois University - QC bulletin board assignments is available at the campus information desk or from the director of student programs or the dean of student services.

