

## 12.16 POSTING POLICY

### Purpose

To provide timely and relevant information to the College community, support environmental sustainability, and protect College property by limiting posting to approved bulletin boards and electronic monitors.

### Policy

The Posting Policy covers both print and electronic media. It covers postings by enrolled students, registered student organizations, administrative and academic departments, and external organizations. This policy covers all postings on campus except those that are mandated by local, state, or federal agencies. The monitors and bulletin boards are used to inform students, visitors, faculty, administrators and staff about:

- Student and academic sponsored events on campus;
- Enrollment information including registration, tuition payment & financial aid deadlines;
- College events;
- Campus emergency notifications;
- Informative messages that are consistent with the College mission and values.

### Procedure

#### *Bulletin Board Posting*

All currently enrolled students and registered student organizations must have their fliers approved and stamped for posting by the Office of Student Life;

- Postings promoting off-campus employment opportunities must be processed through the Office of Transfer and Career Services and stamped for approval;
- External organizations must have their fliers approved and stamped for posting by the Office of Public Relations;
- In order to post on designated College-wide bulletin boards, administrative and academic departments must have their fliers approved and stamped for posting by the Office of Public Relations;
- Administrative and academic departments are responsible for approving and maintaining postings in their respective departmental areas;
- Postings are permitted only on bulletin boards or bulletin board strips; duplicate fliers should not be posted on the same board;
- Sponsors (enrolled students, registered student organizations, administrative and academic departments) are responsible for putting up their postings on designated College-wide bulletin boards and removing them after the date of the event. Approved external postings will be removed by the Office of Public Relations;

- Appeals for exceptions should be made to the Office of Public Relations;
- Official classroom cancellation notices and classroom location changes can still be taped to classroom doors without going through the posting approval process.

#### *Design Requirements for All RVCC-related Bulletin Board Postings*

- Size: Preferred size for postings is 8.5 x 11 due to limited space.
- Display the name of the sponsoring organization, department, or responsible individual;
- Display the date, time, location of program, and contact information;
- Include the Raritan Valley Community College logo bar;
- Adhere to copyright rules and regulations;
- An electronic template is available from Public Relations;
- Materials not removed on a timely basis may result in the loss of future posting approval;
- Postings should be affixed with thumbtacks and pushpins, not glue, staples, or tape;
- Posters or other promotional materials including, but not limited to, plaques and banners, may not be displayed on walls, doors, windows, sidewalks, elevators, trees, vehicles, stairwells, grassy areas or other campus grounds;
- Postings in violation of this policy will be removed regardless of content or sponsor.

#### *Video Monitor Posting*

- Only officially designated video monitor editors are permitted to post;
- Video monitor editors are responsible for posting and monitoring the feed to ensure all slides are running properly;
- Slides will run a maximum of two weeks;
- Slides should only promote one event at a time;
- Artwork for slides must be submitted two business days prior to requested start date;
- Material may not be obscene, defamatory or violate College policy or federal, state or local laws;
- Final determination about the length and placement of postings will be made by the officially designated video monitor administrators [add info about how to find out who they are];
- Raritan Valley Community College reserves the right to update and amend these posting procedures at any time.

#### *Design Requirements for All Postings*

- Landscape orientation design;
- Meet College branding and logo guidelines;
- Size: 1920x1080 pixels;
- RGB color mode, 100 dpi, jpeg file;
- Maximum of 50 words;

- High contrasting colors ;
- Include the sponsoring organization; department or responsible individual; date; time; location of program; contact information; and College logo bar;
- An official monitor template will be available from Graphics and posted in Lion's Den in both Power Point and Publisher formats for ease in producing and posting slides;
- Slides should be sent to Public Relations Office for posting.

### **Sanctions**

Sanctions include, but are not limited to, loss of future posting and or facilities privileges, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances. Charges for cost of repair to campus facilities may be charged if damage is caused.

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**Responsible Administrator** – Vice President of Student Affairs and Outreach

### **Approved**

- March 1, 2019

**Communication** – This policy is communicated to the College community in the following documents:

- Policy SharePoint Site