STOCKTON UNIVERSITY

PROCEDURE

Posting and Displaying Information on Campus
Procedure Administrator: Vice President, Student Affairs Authority: Effective Date: July 25, 1983; September 24, 2009; September 12, 2016 Index Cross-References: Procedure File Number: 3120 Approved By: Harvey Kesselman, President

I.   PURPOSE:

To provide instructions for posting and displaying information on University designated property including but not limited to campus kiosks, bulletin boards, walls, designated gallery/lobby televisions, electronic signage, ground signage, flyers, handouts, banners, and chalking.

II.   PROCEDURE:

A. Due to space limitations at designated posting and display locations, announcements will be posted in priority order according to the following criteria:

1. University-sponsored

2. Student-organization sponsored

3. External, non-commercial related

4. Other

Note: Postings and announcements by University recognized student clubs and organizations must adhere to the guidelines contained in the Student Manual for Organizations.

B. Common area postings and display locations at off-campus instructional sites are managed by the site manager. Materials should have the appropriate manager/office approval before being delivered to the site for posting. The site manager will remove unapproved and/or expired announcements.

C. Common area posting and display locations on the Galloway Campus are managed by the Office of Event Services and Campus Center Operations. Designated locations and timelines for

ii. Institutional impact
iii. Major events sponsored by, or held at the University

5. Temporary ground signs are permitted for approved events only. Requests should be made to the Office of Event Services and Campus Center Operations. Placement and removal will be the