Barnard College Posting Policy

Effective Date:
October 13, 2023
Previous Version Dated: March 2015

Executive Summary:
The Barnard College Posting Policy (“Posting Policy”) addresses the posting of information on Barnard’s campus. It is designed to facilitate helpful communication of information, avoid damage to campus facilities, and ensure that the application of freedom of expression aligns with existing college policies.

Reason for this Policy:
At Barnard College, we value the freedom of expression and its positive impact on cultivating an inclusive educational environment made up of people with diverse perspectives and beliefs. We also recognize that our physical campus environment is an important part of our community.

The purpose of this Posting Policy is to foster a positive and effective educational environment, to support a diverse and inclusive community, to facilitate helpful communication of information, and to avoid damage to our facilities.

Who is Responsible for This Policy:
Responsible Administrators: Campus Life and Student Experience

Who is Governed by This Policy:
This policy applies to all individuals who wish to post something on Barnard’s campus. Those individuals include, but are not limited to, students (Barnard and Columbia students), faculty, staff, administrators, those working on the behalf of the College, individuals authorized by affiliated institutions and organizations, and approved guests.

Barnard College Posting Policy General Guidelines:
For the purpose of this Policy, posting(s) (“Postings”) are defined as fliers (physical & digital), banners, chalking, and any other form of print publicity that is displayed in a public area on the Barnard campus. Chalking is an exterior advertisement written in chalk or paint on Barnard’s campus.

This Posting Policy does not apply to speech or demonstrations.

The Barnard campus is inclusive of all buildings on its main campus, including all residence halls.

General Posting Requirements:
All Postings, regardless of format, must follow the following guidelines:
● Postings must include enough information to describe the event, activity, program, or awareness campaign and include the following:
  ○ Date, time, on- or off-campus location, where applicable.
  ○ Name and Contact information (including an official Barnard College or Columbia University email address) for the individual or entity responsible for the event, activity, program, or awareness campaign, except where the poster expects to remain anonymous.
  ○ Notice that the event, program, or awareness campaign are funded by the Student Activity Fee (including those promotions by student organizations), where applicable.
● Postings by student clubs or organizations must be in compliance with all Student Government Association policies.
● Postings cannot exceed an 11x17 combined page size (this includes all components of the posting)
● Postings must abide by the posting protocols specific to the location of the posting
● Stickers, scotch tape, duct tape, packing tape, masking tape, glue, or “fun tack” are not permitted to display Postings
● Multiple Postings (more than one in a designated area) are not permitted in a single posting location
● Postings are not permitted on fire alarm boxes or doors
● Only student groups recognized by Barnard and Columbia governing boards (GBB, ABC, SGB, CI, Club Sports, IGC, and IGB), Barnard Student Government Association [SGA] (including committees and Class Councils), The McIntosh Activities Council [McAC], the Barnard Bulletin, Skip Stop, and The Honor Board may chalk on Barnard's campus.
● Chalking can occur only in front of the Diana Center and Altschul Hall or on sidewalk/slate in the uncovered portion of the Quad. Chalking is not permitted on the outside surface of any building, any vertical surfaces (including on stairs), or on any sidewalks underneath an overhang.
● Any Postings including chalk must be approved by Student Experience and Engagement before chalking begins.
● Only Barnard College students and/or student organizations may post approved material at residence halls. Non-residents may leave a minimum of 100 copies of each Posting at the Office of Residential Life & Housing (110 Sulzberger) a minimum of 3 business days before the event, program, activity, or awareness campaign. Postings will be made by the Office of Residential Life & Housing.
● Postings may not contain language or material that includes profanity, vulgarity, sexually explicit content, promotion of drug and/or alcohol use, fighting words, true threats, obscenity, false advertising, defamation, invasion of privacy, unlawful harassment, or hate speech and/or violates College policies or codes of conduct.
● Postings should not be covered or removed by anyone but authorized College staff.

Approved Posting Locations:
All Postings may be only on bulletin boards in the following approved locations:

Altschul Hall
● Tunnel hallway near mailboxes
● Basement level across from elevators
● Altschul Atrium

Barnard Hall
● North foyer
- Tunnel hallway

Diana Center
- Hall leading from Altschul tunnel to Diana Center
- Diana Center Lobby Pillars
- 3rd Floor of Diana Center, across from elevators/by stairwell

Hewitt Hall
- Leading into Hewitt Dining

Milbank Hall
- Across from 105 Milbank, next to exterior doors

Milstein Center
- Lower level of Milstein on bulletin boards only

Sulzberger Tower
- Exterior - across from entrance and to the North of the entrance

Brooks and Reid Halls
- Left of Lewis Parlor, first floor
- Outside at the top of the Reid Gate steps

All Residence Halls
- Bulletin boards next to public elevators in residential hall lobbies and entranceways

**Enforcement:**
Any posting in violation of the College’s Posting Policy will be removed by College staff. Violations of this Posting Policy can be reported to see@barnard.edu. Failure to comply with this Posting Policy may result in the loss of the ability to post future events, activities, programs, announcements, awareness campaigns and/or disciplinary action. Violations of this Posting Policy are eligible for adjudication according to the procedures in the student, faculty, or employee policies and procedures.

**Policy Updates:**
This Posting Policy may be updated at any time, without notice.