Posting Policy Updates

The College has established a Posting Policy for the 2012-13 academic year. The complete policy is detailed on the following pages (and available on the Barnard website).

This notice is to provide a summary for faculty and academic offices.

- The common area bulletin boards are designated for materials relevant to the broader Barnard Student community. As such, postings must be approved.
- Student organizations will seek approval from the Student Life office, On the 3rd floor of the Diana Center.
- Programming promoted through the Events Management Office (with promotional material designed by Barnard Communication, so clearly branded as a Barnard event) are approved for posting on the designated boards, if the event is appropriate for the broader Barnard community.
- Faculty or Academic staff who advise student organizations or wish to solicit participants for programs must include one of the two following items as approval for posting on designated posting areas:
  - An IRB approved request for participants must include the IRB approval stamp clearly visible as part of the posting.
  - Any other Academic related information – such as an event of an academic club, call for volunteers or submissions, or other invitation to be extended to the broader Barnard community must include on the posting contact information of the appropriate faculty, staff, or office – to include a name and phone number (and/or email address) – in the lower right hand side of the posting.

  e.g. For further details contact Millie Barnard, Milbank 110, 4-2708

- Bulletin boards within academic buildings, assigned to specific academic offices or programs, are to be maintained by the respective offices. Facilities will not remove or monitor these bulletin boards, and each office/department must identify their own protocol for approval of posting (if applicable).
- Designated Approved Posting areas will have signs to indicate this and material that does not meet the approval process as outlined may be removed.
Barnard College Posting Policy

At Barnard College, our physical campus environment is an important part of our community. The purpose of this Posting Policy is to uphold the aesthetics of our campus, avoid damage to our facilities and support a beautiful and inclusive environment for all.

All postings (posters, fliers, event notices, chalking, etc.) must be approved prior to posting. Student groups or individual students wishing to post should visit Student Life, 3rd floor Diana Center, to have their materials stamped to indicate posting approval. Postings not in compliance with this policy or for events whose date has passed may be removed without notice. Your assistance and that of your department or student club/organization is greatly appreciated and we look forward to everyone working together to maintain a beautiful campus environment. Regulations related to posting are detailed below. Violation of this policy may result in disciplinary action.

**POSTING:** Properly approved material may be posted only on designated bulletin boards using push pins. Designated bulletin boards will include a Barnard sign indicating the space as designated posting area. Visit the Student Life office for an inventory of designated bulletin board locations. Posting on bulletin boards that are designated for specific offices, departments, or organizations is prohibited, unless prior authorization is received from the party responsible for the board (i.e. a Department Chair may provide authorization for posting on their department bulletin board in an academic area, should they choose to do so).

**CHALKING:** With permission, chalking is permitted only on sidewalks along Lehman walk and 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. All individuals must seek and obtain approval from the Student Life Office one week prior to chalking.

**FREQUENTLY ASKED QUESTIONS:**

1. **With what can I post?** Pushpins or tacks should be used for posting on designated bulletin boards. Blue painter’s tape is the only type of tape and/or adhesive that may be used. NEVER use stickers, scotch tape, duct tape, packing tape, masking tape, glue or “fun tack” type materials. Improperly posted items may be removed without notice.

2. **Can I chalk for my event?** Chalking is restricted to student clubs/organizations only. All individuals must seek and obtain approval from their Student Life advisor one week prior to chalking. With permission, chalking is permitted on sidewalks only. Chalking is not permitted on the outside surface of any building, any vertical surfaces, or on sidewalks underneath an overhang.

3. **Who is permitted to post on campus?** Barnard College and Columbia University students/organizations are permitted to post on campus following these guidelines. Any posting from non-affiliates will be removed.
4. **How do I get approval for my posting?** Students and student organizations must bring their poster/flier to Student Life for review and approval prior to copying. For Barnard administrative offices and faculty programming, the lower right hand corner of any posting must include the designated contact or group advisor’s name and contact information (email and/or phone) as approval for posting. Individuals seeking participants for IRB approved studies or events, may post fliers that were approved by and include the approval stamp of Barnard or Columbia IRB.

5. **What content is not permitted on my posting?** Profanity, vulgarity, or other offensive language not conducive to the educational environment may not be included on postings. Any postings that have inappropriate and/or derogatory information directed to one specific member, or group of members, of the Barnard community will not be tolerated. The provided approved posting areas are not personal message boards. They are solely for sharing information that is intended to benefit the campus community as a whole. Any such posting may be declined permission by the Office of Student Life or other authority granting department, or removed if found posted, at the discretion of the professional staff.

6. **What content is important to include on my posting?** It is important to include date, time and location for any event promotion – reminder posters that indicate “tonight” or “tomorrow” without a date can create confusion. It is always helpful to include a point of contact – who to reach out to for more information.

7. **How long can my posting stay up?** Fliers posted in approved locations will be permitted to remain until the day following the event. Be sure your promotion includes the date/time/location, as applicable! The sponsoring individual or group is expected to remove all of their posted fliers within 24 hours after the event has taken place. The College reserves the right to remove any fliers whose program date has passed.

8. **Can a student/organization post in the Residence Halls?** In the Residence Halls, groups may leave approved (Student Life stamped) posters at the Office of Residential Life & Housing (110 Sulzberger) – in this case they will be given to RAs to advertise within 48-72 hours of receipt. Materials provided within 3 days of an event date may not get posted. To include one poster for each residence hall floor, you will need to provide 100 copies of your flier. There is no solicitation or putting fliers under doors in Residence Halls.

9. **How will violations be handled?** This policy is meant to guide individuals, groups, clubs and organizations as well as academic and administrative departments in appropriate use of designated bulletin boards. Students and student organizations will be subject to student conduct action for violation of any aspect of this policy. **Possible Sanctions** include, but are not limited to, verbal or written warning, campus posting restriction for a specified period of time, educational project or assignment, and loss of campus posting privileges. A charge may be assessed if improper posting results in damage to property or requires extensive clean up. Academic or administrative offices with material posted in violation of this policy will be notified for appropriate action.
All postings (posters, fliers, event notices, chalking, etc.) must be approved prior to posting. Student groups or individual students wishing to post should visit Student Life, 3rd floor Diana Center, to have their materials stamped to indicate posting approval. Postings not in compliance with this policy or for events whose date has passed may be removed without notice. Your assistance and that of your department or student club/organization is greatly appreciated.

Locations of Designated Posting Areas

Milbank Hall - Additional boards to be added to the lower level in fall 2012

Altschul – Near mailboxes

Diana Center – hall leading from Altschul tunnel to Diana Center
   3rd Floor of Diana Center, across from elevators/by stairwell

Lehman – Additional boards to be added to the “tunnels” in early fall 2012
   Additional outdoor board to be added during fall 2012

Barnard Hall – North foyer (doors near BCRW)
   Tunnel hallway

Sulzberger – Outside Sulz (across from entrance)
   Additional board to be added in early fall 2012

Brooks/Reid* - to the left of Louis Parlor, first floor
   Additional board to be added at Reid Quad entrance in early fall 2012

Hewitt Hall – leading into Hewitt Dining
   Across from the first floor elevators*

*Only Barnard students may post approved material at these residential locations, student id is required to enter these areas of a residential building.

During Fall 2012, this list will be updated as additional boards are added for designated approved posting.