

Naugatuck Valley Community College Bulletin Board Policy

Policies and Guidelines for the use of Temporary Indoor Signage

Permission to distribute or post any temporary signage or publicity materials within College buildings is reserved to the College and shall be granted by the Office of College Marketing & Public Relations (OCM.) Items submitted for posting approval must meet satisfactory standards for appearance, grammar and be in accordance with OCM's Guide to Advertising (nvcc.commnet.edu/ocm/guidelines.) These policies and guidelines are applicable to students, College faculty and staff with the following exceptions: *faculty office occupants are responsible for all materials that are displayed on office doors and are not accountable to this policy departmental chairs are responsible for postings on their respective bulletin boards; all postings should adhere to the policy stated herein.*

- **Who may post:** Only college-affiliated student, faculty or staff groups may use the College bulletin boards, rail boards, display boards or column poster boards. Community bulletin boards are only for postings from the community and must be approved by OCM.
- **Approval signature:** Approval of all materials to be posted must be date-stamped and show **OCM authorization** or they will be removed and discarded.
- **Community advertising:** Community or commercially-related advertising is subject to approval by OCM and may only be posted on designated community bulletin boards.
- **Designated Locations:** Designated spaces are provided for "for sale," "wanted," "housing," "shared transportation" and service postings.
- **Prohibited Locations and Placements of Materials:** Publicity or display materials are limited to designated locations. Posters, flyers, notices and other like materials may **not be affixed to any glass surfaces, doors, vending machines, floors, ceilings, walls or paper towel dispensers.** Only masking tape or poster putty may be used to stabilize poster placement on designated locations. Thumb tacks, push pins or staples may be used to post on bulletin boards.
- **Time Limitations:** All items must display a **start and end date in the lower left corner with name and contact** info for the originator. Postings may be approved for a period **not to exceed two weeks** unless exception is made by OCM (and for official College postings). Any postings that remain posted past the end date will be discarded.
- **Required Removal:** Employees of the OCM and OFSEP are authorized by the College to remove items that are not in compliance with this policy and should not be held personally responsible for the action. All signs removed shall be discarded unless otherwise requested by the originator.
- **Sizes and Locations: Posters should not exceed 8 ½" x 11"** (see Guide to Advertising and Printing Guidelines) unless an exception is made by OCM, such as for President's events, College-wide events or performances by the arts department. All display materials on any bulletin board must be on a vertical backing of this size. Smaller items must be attached to an acceptable poster material. No items may be posted on the side of a wood column that has permanent informational or directional signs or on any interior elevator walls.
- **Quantity Limits:** Posters may be displayed throughout the campus but no two identical signs should be visible from any single location. A **maximum of 20 posters** will be approved for a single event.
- **Space Restricted:** Materials on all boards shall be posted entirely within the framework of the display area and should not hang below or protrude above or to the sides. Notices on community bulletin boards should be limited in size to maximize space availability.
- **Student Government Association:** Publicity guidelines and procedures for specific issues and elected office campaigns will be decided by the SGA but should comply with this policy.
- **Departmental Boards:** Departmental bulletin boards in public areas are under the jurisdiction of the identified department chairs but must comply with College standards as described in the Guide to Advertising (nvcc.commnet.edu/ocm/guidelines.) and the Printing Guidelines. Approval for posting on these boards may be granted by the appropriate chair or designee.
- **Official College Notices:** Exceptions to the above may be noted for official College notices. Where possible, designated bulletin boards will be positioned for official College notices.
- **General Information:** All bulletin boards will have contact information for permission to post. This information should be visible at all times. By posting on any College bulletin board, you agree **not** to post: material that is knowingly false and/or defamatory, abusive, harassing, sexually explicit, threatening, invasive of a person's privacy, or otherwise a violation of any law or College policy copyrighted material unless you own the copyright or have documented permission to use it chain letters and/or pyramid schemes.

Violations of the above rules will result in a loss of bulletin board access, either on a temporary or a permanent basis. If you feel that a posted message is objectionable, you are encouraged to contact OCM immediately. If we determine that removal is necessary, we will make every effort to do so as soon as possible.

It should be noted that postings express the views of the author of the message, not the views of College or any entity associated with the bulletin board. The originator remains solely responsible for the content of his or her messages and agrees to indemnify and hold harmless the College and its agents with respect to any claim based upon a posted message. The College also reserves the right to reveal the originator's identity in the event of a complaint or legal action arising from any message posted by originator.

Please use our bulletin boards in good taste to promote the College and its students. See suggested layout below.

(approved 7/29/09 by Pres. De Filippis)

Use this as a reference for creating your flyers.

FLYER TEXT AND GRAPHICS HERE

College logo goes here

Start date – end date; person responsible, ext. #

Approval
stamp
will go here.