

## **Postings/Bulletin Board Policy**

### **Purpose**

This policy describes the time, place, and manner by which postings and temporary signs may be posted to Department of Chemistry bulletin boards, tackable surfaces, and other areas described in this policy. This policy does not apply to the glass writing surfaces located in the Chemistry North Tower. For rules regarding the use of glass writing surfaces, please see the Department's White Board Policy located [here](#).

### **Departmental, Research Group, and Student Organization Bulletin Boards**

Bulletin boards maintained by the Department of Chemistry, associated department student organizations, and chemistry research groups are reserved for their exclusive use. Student organizations are expected to update their bulletin boards at the beginning of each academic year to reflect up-to-date leadership information.

### **General Postings**

Only the University may erect permanent signs and other displays (directional, etc.) in the Chemistry complex (Shain, Mathews, Daniels, and North towers). Others may only display "general postings," which are temporary signs. Only student organizations, students, and employees of the University may display general postings, and only general postings regarding a University-related event, organization, or service are permitted. Plastic poster frame holders located near the elevators are reserved for use by the Department of Chemistry's administrative assistant team to publicize Departmental information.

The Department has limited space for postings.

- Postings must be no larger than 11" x 17".
- Only one copy of a posting is allowed per bulletin board.

Postings may only be affixed to bulletin board locations. Postings may not be taped or otherwise affixed to painted or wooden surfaces, doors, door frames, glass, columns, or any other place. Posting on these locations is a violation of UWS Administrative Code 18.08(9)(a). Postings must be placed so as not to obstruct other postings.

Postings must include:

- The name of the sponsoring registered student organization, University department, or individual; and
- If for a University-related event, the date(s) of the event they advertise; or
- If publicizing a University-related organization or service, a visible “date-to-remove,” which must be less than one month from the date the sign is posted.

The Department of Chemistry will remove and discard:

- Any postings exceeding the maximum size or quantity allowed;
- Any postings in unapproved locations;
- Any postings where the advertised event date has passed, the date-to-remove has passed, or no date information is visible;
- Any paper, flyer, or other document that does not advertise a University-related event, organization, or service; and
- Any paper, flyer, or other document that does not otherwise comply with this policy.

Only the Department may remove postings on Chemistry bulletin boards. Students are advised that removing, discarding, destroying, defacing, covering up, or otherwise tampering with postings may be considered non-academic misconduct. Student organizations that wish to post in other locations on campus should review the [Student Organization Resource & Policy Guide for Posting, Chalking, and Leafleting](#).