

## Student Life Office

### Guidelines for placing posters and flyers on campus

Ocean County College has developed a set of guidelines to govern the hanging of posters and flyers around campus. These guidelines are intended to:

- Facilitate greater campus community engagement and better communication of campus events
- Keep the College's buildings neat, clean, and in good condition
- Ensure consistency with College Relations standards for publications
- Comply with relevant College policies and procedures

OCC defines a "**poster**" or "**flyer**" as any form of print publicity — with no regard to size, shape or content — that is displayed in a public area. The following policies and regulations must be adhered to when placing posters and flyers on the OCC campus:

**Posters and Flyers must feature the name of the internal sponsor.** Bulletin boards located within OCC are for the exclusive use of the OCC community. Therefore, all flyers must be sponsored by an internal organization, administrative unit, student, staff or faculty member, and the name of the sponsor must be written on the flyer.

All event advertising targeted for the campus, and/or held on campus should conform to College policies and procedures and should avoid demeaning sexual or discriminatory portrayal of individuals or use of the College logo, mascot, or seal.

**Posters and Flyers must display an Approval Stamp.** Posters and flyers prepared by students and student organizations should be submitted to the Student Life Office for review and approval. Approved flyers will be stamped by an Office of Student Life staff member prior. Flyers that don't receive approval will be returned with an explanation. Posted flyers that have not been stamped will be removed.

#### **Posters and Flyers must include the following information:**

1. Student organization, department, committee or school sponsoring event
2. Event's date, time, & location
3. Sponsor's contact information

All posters and flyers must be in good taste and not violate our campus civility statement. Poor taste includes, but is not limited to: sexually explicit pictures or photographs of any persons without clothing; statements, symbols, depictions or references to alcohol or drugs (i.e. pictures of beer, kegs, beer steins or the acronym "BYOB"); foul language; and any other offensive or vulgar material.

## Hanging Guidelines

- Bulletin boards shall be used for all marketing inside buildings. Use thumb tacks, staples and/or tape to place posters and flyers on bulletin boards. The use of any other type of adhesive and/or anchoring device (putty or adhesive pads) is not permitted under any circumstances.
- Only one poster or flyer regarding any one event is allowed on each bulletin board.
- Posters and flyers may not be placed on top of any existing materials on the College's bulletin boards or walls.
- Posters and flyers are not permitted in the following locations at any time:
  - Building's doors
  - Bathroom partitions and mirrors
  - Windows
  - Light or electrical fixtures, including outdoor light poles.
  - Fire alarm boxes and emergency equipment
  - Elevator interior or exterior
  - Interior walls
- The posting organization, department or individual is responsible for removing all posters and flyers within 24 hours of the conclusion of the publicized event.
- Students, faculty and staff should not remove posters or flyers from campus unless the publicized event has already occurred or the poster is in clear violation of any of the aforementioned regulations.

## Exempted from these guidelines

- Any emergency communication from the campus security department.
- Any communication related to campus closure.
- Any communication related to enrollment approved by the Vice President of Student Affairs or the Executive Director of Enrollment Services.

**Flyers for external organizations.** Flyers must be submitted to the Student Life Office and are subject to the same approval process. Student Life will determine the appropriateness of these flyers and will post them as space permits in the appropriate locations.

If you have any questions or concerns about Ocean County College's posting policy, please contact the Student Life Office at 732.255.0348.