

# NORTH HENNEPIN COMMUNITY COLLEGE

Campus Procedure V.02.03.01.01

MnSCU Policy Section. N/A  
Campus Policy V.02.03.01

President's Signature

PROCEDURE ON POSTINGS AND  
DISPLAYS

Date of Adoption [12-98]  
Revised [12-13-10]

## PROCEDURE ON POSTINGS AND DISPLAYS

### Part 1. General Regulations for Postings and Displays

All postings and displays will conform to the following regulations:

1. Postings and displays must meet the guidelines established in the Postings and Displays Policy V.02.03.
2. Small postings should be affixed to designated bulletin boards and kiosks. Larger posters should be affixed to the walkway and building tack strips.
3. Event-related postings may be posted one week (seven days) in advance of the activity.
4. Posted items are to remain within the perimeter of the bulletin board.
5. Posted items shall be no larger than 11 by 17 inches unless otherwise approved.
6. Posted items should not cover any other posted material.
7. Only one posting for the same event may be posted per board.
8. Temporary notices may be posted from room and office signs designated for this purpose
9. Postings may be affixed within personal spaces, such as in offices and cubicles, and on individual doors and interior windows. Such postings should not be affixed in an area of general public view or access, nor in a manner which would damage college property. In the event personal space is shared, the parties must agree to the postings or displays. If one party disagrees with the posting or display, it shall not be affixed within that personal space.

Materials affixed to public area walls, doors, windows or pillars will be removed and discarded.

### Part 2. General Regulations for Posting and Display Removal

1. Normally, all postings and displays should be removed within 24 hours after the publicized event.
2. Posting and display removal is the responsibility of the area having affixed or set such postings and displays.
3. In the event that directions are necessary to be temporarily posted to facilitate access/egress -- directions must be removed immediately after the event.
4. Information items not posted within board perimeter will be removed.
5. Informational items posted within board perimeter without authorization will be removed.
6. Materials posted or displayed on or in non-authorized areas, or in violation of Part 1, will be removed.

### Part 3. Violation of Posting Policy

Repeated violation of the posting policy may result in revocation of posting privileges or disciplinary action.