

Postings, Decorations, Electronic Campus Display and Information Distribution Standards

Scope

This document covers guidelines for posting of fliers and advertisements, use of other decorations, displays or advertisements on a temporary or permanent basis and distribution of information in display racks or on tables in all regional facilities. Also includes standards and procedures for display of information on the campus's electronic display system.

Effective Date: Approved October 2005

Overview

The Facilities Department is committed to maintaining a neat appearance and minimizing damage to walls and finished surfaces throughout all regional facilities. The Facilities Department however recognizes the need for adequate display space and information distribution tools such as tables or display racks in convenient locations for posting announcements of and information regarding campus activities, events, and notices of interest.

Accordingly, the Facilities Department will enforce a strict no taping or tacking policy for the posting of items such as posters, flyers, temporary directional signs, advertisements, decorations, and announcements. All such items are restricted to display on sign standards, easels or designated bulletin boards. Materials may not be taped, pinned, tacked, or otherwise affixed to interior or exterior building surfaces, doors, windows, walkways, sidewalks, trees or any other natural formation, except as outlined below. Personnel from the Facilities Department will remove items posted in violation of this policy.

The Facilities Department will work with individual departments to provide posting space either on existing posting boards or on new display spaces which meet the design standards of existing spaces within the facility. In no case should a department purchase a display item or information distribution table or rack without first consulting the Facilities Department.

Standards

Public Display Boards: The following guidelines apply to postings made on designated "public" display boards. At least one display board in each College owned facility will be designated as a "public" display board. These display boards will be clearly labeled with a plastic sign with the following information: "This is a public bulletin board for self-posting of single copies of an item. Posting does not constitute endorsement by Ivy

Tech Community College of Indiana. Items may be removed at the end of each month. No postings may be made which violate College policy. Postings may not be made on adjacent walls, windows, or doors.”

1. No decorations or postings may be displayed which violate any College policy.
2. Items may be posted on these bulletin boards using only tacks.
3. The College reserves the right to remove any posted item.
4. Postings may include only a single copy of an item. Multiple postings of the same item or derivative postings relating to the same item will be removed.
5. Postings, fliers, and announcements of events can remain on boards for up to 10 days or the day after the event whichever comes first.
6. Every item will be removed from public display boards immediately following the end of spring semester and immediately following the end of fall semester.
7. It is the responsibility of the person posting the item to remove it once the event has passed or the 10 day limit has passed. Items removed at the end of a semester will not be saved.

Designated Display Boards: The following standards apply to postings made on provided sign standards, easels or display boards. Each sign standard, easel, or display board will be assigned to a particular department or functional unit.

1. Whenever possible, announcements for campus events should be marketed using electronic advertising methods including the regional web site, student portal announcements and email, and the campus television display system.
2. No decorations or postings may be displayed which violate any College policy.
3. Departments are to limit their postings to their designated posting locations within a facility.
4. Postings should be limited to single copies of an item. If multiple copies need to be provided, please contact the Facilities Department for a holder or table for multiple copies.
5. Postings, fliers, and announcements of events can remain on boards for up to 10 days or the day after the event whichever comes first.
6. Postings advertising events hosted, sponsored, or sanctioned by a student organization must be approved by the designated faculty or staff advisor to that organization and must be signed by that advisor. Postings must also be approved by the Office of Student Life.
7. The designated department responsible for a display board may have additional standards which apply to their display board. In those cases, all standards must remain in compliance with this document.

Elevator: The following standards apply to postings made in provided sign holders in elevator cars. No postings may be made in the elevator waiting areas or in or on the elevator car unless in a provided sign holder.

1. Postings in elevator sign holders may not exceed 8-1/2” x 11”.
2. No postings in elevator sign holders may be displayed which violate any College policy.
3. Postings in elevator sign holders are limited to a single copy of an item.

4. Postings in elevator sign holders may remain for up to 10 days or the day after the event whichever comes first.
5. Postings in elevator sign holders must be approved by the Office of Student Life.

Room Signage Display Holders: The Office of the Registrar or their designee is responsible for the contents of room signage display holders for classrooms. The designated scheduling contact for each conference room is responsible for the contents of the conference room signage holder. Postings in these holders may only be made by these individuals. All items must be contained within the display holder. No items may be otherwise attached to the item.

Exit Signs and Other Postings of Emergency Information: No posting or decoration may be placed in such a way as to obscure exit signage, exit or other emergency information.

Sidewalk Chalking: Chalk advertisements by members of the campus community are permitted on concrete, horizontal sidewalk surfaces only.

1. These advertisements may only be placed in areas that can be naturally washed by rain and are not permitted under building overhangs, on building surfaces, curbs, steps, brick surfaces, planters, benches or similar locations.
2. Only washable sidewalk chalk may be used.
3. Proposed drawings must be approved by the Office of Student Life.
4. Drawings may not violate any College policy.

Wall Décor: It is important that we protect vertical surfaces in all facilities from damage from hammers, nails, and other materials used for hanging wall décor. Supplies for attaching items to walls will be provided by the Facilities department. We ask that you not bring in your own hanging supplies such as hammers and nails. Please submit a request for these materials to be brought to you, if hanging items yourself, or to have items hung by the facilities staff. Requests for supplies or assistance in hanging items should be sent via the online form.

Restroom Doors: Doors in each restroom are outfitted with a sign holder. All postings in these holders must be approved by the Office of Student Life.

Electronic Campus Television System (named FRED), Campus Connection Targeted Announcements, & Log on Messages: FRED is the most prominent and easy to utilize system for advertising and promoting events and activities. We encourage you to utilize FRED and will provide additional updates on how to better utilize the system and optimize your files for viewing in the near future. In the meantime, please use the following guidelines.

1. Messages to be posted on FRED should be sent to the Region 9 help desk. Messages to be posted on FRED should be sent as Microsoft PowerPoint files, set up to run as a Power Point Show, with slide timings set up. Do not add audio to the files. When you submit the file, be sure to include the length of the presentation. DO NOT set a presentation to loop continuously until Esc.

2. Messages to be posted on Campus Connection Targeted Announcements should be sent to the Registrar. Messages to be posted on Campus Connection Targeted Announcements should be sent as basic text files.
3. Messages on computer log in screens are solely for communicating computer policies and procedures. Messages are placed by the Region 9 Information Technology staff.

All Other Displays and Signage: This policy is not meant to be extensive and cover every possible case. If another signage or display is to be created in an Ivy Tech Community College Region 9 facility, the facilities department should be consulted prior to procurement of materials for creation and display of such signage.