



**Carleton**  
UNIVERSITY

Canada's Capital University

<b>Policy Name:</b>	Distribution of News and Information Publications
<b>Originating/Responsible Department:</b>	University Services
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	May 2002
<b>Last Updated:</b>	September 2019
<b>Mandatory Revision Date:</b>	September 2024
<b>Contact:</b>	Assistant Vice-President (University Services)

**Policy:**

News and information publications on University property must be distributed in accordance with University policies and any applicable legal requirements. This policy will be reviewed periodically, at the call of the Chair, by a committee comprising:

- VP Finance and Administration (Chair)
- Assistant Vice-President (University Services)
- Assistant Vice-President (Facilities Management and Planning)
- Director, Equity Services
- Director, University Communications
- Faculty Representative
- Student Representative

**Purpose:**

This policy is to provide for the orderly distribution of news and information publications on the Campus in accordance with University requirements.

**Scope:**

This policy applies to the distribution of all news and information publications on University property.

**Procedure:**

**I. Application for Approval to Distribute**

1. Applications for approval to distribute of news and information publications shall be made in writing to the Assistant Vice-President (University Services).
2. The Assistant Vice-President (University Services) will provide a recommendation regarding each application to a Review Committee comprised of:
  - Assistant Vice-President (Facilities Management and Planning)
  - Director, University Communications

- Student Representative
3. The recommendation of the Assistant Vice-President (University Services) shall be consistent with the standards of the University community, space availability, recycling requirements, whether similar publications are already available, the call for such publications on campus, etc.
  4. The committee shall not withhold approval based on the editorial content of the publication.
  5. Publications and their content must comply with the policies of the university and any applicable law including liable laws.

## **II. Distribution Procedures of Approved News and Information Publications**

With the approval of the Review Committee, approved off-campus publications may arrange their own distribution on campus subject to the following:

1. The University shall have the exclusive right to limit the number of distribution points and quantities of all such publications. No more than 600 copies of any approved off-campus publication can be distributed per week. Vendors may request to increase their distribution numbers, but such requests are at the sole discretion of the University.
2. Approved publications may only be distributed by the vendors at the designated locations, as specified by the University.
3. Vendors are required to use the distribution boxes supplied by the University.
4. Publications distributed in non-designated locations will be subject to removal and legal action where applicable.

## **III. Unapproved Publications and Distribution Boxes**

1. Unapproved publications and distribution boxes appearing on the Campus will be subject to removal.
2. Continued distribution of unapproved publications will be subject to legal action.

## **IV. Approved On Campus Publications**

The following publications are approved for distribution on campus as set out below:

- Charlatan

### **Contacts:**

Assistant Vice-President (University Services)

### **Links to related Policies:**

- Posting Policy