Policy Name: Distribution of News and Information Publications
Originating/Responsible Department: University Services
Approval Authority: Senior Management Committee
Date of Original Policy: May 2002
Last Updated: January 2014
Mandatory Revision Date: January 2019
Contact: Assistant Vice-President (University Services)

Policy:
News and information publications on University property must be distributed in accordance with University policies and legal statutes. This policy will be reviewed periodically the Senior Management Committee.

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

   • Applications for approval to distribute shall be made in writing to the Assistant Vice-President (University Services).

   • The Assistant Vice-President (University Services) will provide a recommendation regarding each application to a Review Committee comprised of:
     a. Assistant Vice-President, Facilities Management and Planning
     b. Director, University Communications
     c. Student Representative

   • 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.

   • The committee shall not withhold approval based on the editorial content of the publication.
• Publications and their content must comply with the policies of the university legal statutes 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:
• Carleton Magazine
• Charlatan
• The Resin
• The Graduate Voice
• The Centretown News

Contacts: Assistant Vice-President (University Services)

Links to related Policies: N/A