

<b>Policy Name:</b>	<b>Posting Policy</b>
<b>Originating/Responsible Department:</b>	<b>University Communications</b>
<b>Approval Authority:</b>	<b>Senior Management Committee</b>
<b>Date of Original Policy:</b>	<b>October 1994</b>
<b>Last Updated:</b>	<b>January 2022</b>
<b>Mandatory Revision date:</b>	<b>January 2027</b>
<b>Contact:</b>	<b>Director, University Communications</b>

**Purpose:**

The Posting Policy covers all paper advertisements, flyers, and posters on Carleton University property as well as the installation of bulletin boards. The purpose of the Policy is to provide access to designated space for promoting of university-related news, information, policies, programs and events, while protecting Carleton property.

The form and content of the posting are generally limited to the promotion of campus-related permissible activities and the University reserves the right to remove any positing in its sole discretion. Postings, including but not limited to those that violate the law, are defamatory, constitutes a genuine threat or harassment, pose a health and safety issue, unjustifiably invades substantial privacy or confidentiality interests, advertise or promote commercial activities or are otherwise directly incompatible with the functioning of the University are not permitted.

**Scope:**

This Posting Policy applies to all Carleton University students, faculty, staff, and members of the general public who wish to post printed material on university property. This policy does not include designated display areas supervised by the Carleton University Student's Association (CUSA), Graduate Student Association (GSA) or bulletin boards that are specifically identified and marked as belonging to a university faculty, school, institute or department.

**Procedure:**

Contact the Department of University Communications for the most current information about posting procedures.

In most cases, postings are restricted to the promotion of campus-related activities.

It is recommended that posters do not exceed 11x14 inches, as sufficient display space may not be available for larger posters.

Each designated display area may contain no more than one posting.

Postings must not intentionally display threatening, obscene, hateful, or harassing content and must conform to all university policies including but not limited to those that govern dissemination of information and freedom of expression, and/or human rights.

Postings can be up for a maximum of four weeks. After which time they must be removed.

Posters and flyers should be affixed to designated areas using adhesives or tacks that are easily removed and that do not damage surfaces.

Posters and other notices may not be affixed to walls, pillars, bathroom stalls, doors, windows or any other location not specifically designated for public display purposes.

Individuals/groups should not post over or tear down materials belonging to other individuals/groups.

In the interest of the environment, the university urges campus and community groups to consider non-paper promotion alternatives.

### **Roles and Responsibilities:**

The Department of University Communications will regularly inspect bulletin boards and reserves the right to remove any poster not in compliance with this policy or following established procedure.

Postings, including but not limited to those that violate the law, are defamatory, constitutes a genuine threat or harassment, pose a health and safety issue, unjustifiably invades substantial privacy or confidentiality interests, advertise or promote commercial activities or are otherwise directly incompatible with the functioning of the University are not permitted. Postings may neither advertise nor refer to the availability of alcohol or cannabis at an event.

All requests for alterations, repairs, maintenance or physical changes to University facilities (including bulletin boards) must be submitted to Facilities Management and Planning, through a Service Request by email at [fmp.service.centre@carleton.ca](mailto:fmp.service.centre@carleton.ca)

Individuals/groups are responsible for removing their own postings.

Violation of the Posting Policy may result in a range of consequences including the removal of postings by University staff or disciplinary action against and/or loss of posting privileges by the student group, individual student or employees who posted material. Violation of the policy by individuals not affiliated with the University may result in criminal charges and/or a trespass from University property. A member of the University community who believes that a particular posting on campus violates the policy and or violates law, is defamatory, constitutes a genuine threat or harassment, or unjustifiably invades substantial privacy or confidentiality interests should contact the Department of University Communications. Other questions or concerns about postings, including complaints about alteration, vandalism or unauthorized removal of current postings, should be directed to the Department of University Communications.

**Contacts:**

Director, University Communications

**Related Policies:**

Access to Information and Privacy Policy

Advertising Policy

Alcohol and Cannabis Use Policy

Alteration, Repair and Maintenance of University Buildings and Outdoor Space

Environment and Sustainability Policy

Freedom of Speech Policy

Human Rights Policies and Procedures

Student Rights and Responsibilities Policy

Student and Visitor Trespass from University Property Policy

Workplace Harassment Prevention Policy