

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-5141  
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## POSTING PROCEDURES AND PUBLICATION GUIDELINES

1. Materials Covered by Procedures
  - a. These procedures apply to materials posted outdoors and/or distributed through campus mail.
  - b. These procedures apply to publications--fliers, posters, postcards, brochures, etc.-promoting events, activities and classes.
  - c. These procedures do not apply to instructional materials (i.e. interdepartmental memos, course outlines), or CSEA and faculty association publications.
  
2. Approval
  - a. All publicity must have the approval of Student Affairs for student activities or Publications and Student Recruitment for instructional, student services and administrative departments.
  - b. Refer to the Publications or Student Affairs section of this document for a description of the approval process.
  - c. Publicity containing language which is discriminatory, libelous or obscene, or which advocates, incites or provokes the commission of an illegal act is prohibited.
  
3. Publication Review Process
  - a. A Publication Review Committee will be composed of the Director of Publications and Student Recruitment or the Director of Student Affairs as non-voting chair, and one voting representative each from faculty, CSEA and ASCC.
  - b. The committee will be called when an individual wishes to appeal a denial of the right to publish or post materials.
  - c. The committee will review the materials in question and vote on the appropriateness of the materials in a timely fashion.
  - d. The decision of the Publication Review Committee is binding.
  
4. Posting Outdoors
  - a. Only 25 pieces may be posted for any event or class.
  - b. Approved posting locations are bulletin boards and exterior concrete block walls and columns. Materials posted in all other locations will be removed.
  - c. A map is available which shows the locations for posting materials.
  - d. Do not post on painted or glass surfaces, including doors and windows.
  - e. Do not post on trees.
  - f. Publicity should not be posted over previously posted, approved materials.

- g. The originating individual or organization is responsible for maintaining its publicity in a neat manner.
- h. Approved publicity may only be removed by a representative of the originating individual or organization, or the designated student employee.
- i. Fliers may not be distributed on cars in campus parking lots. Organizations that do this will be cited.

5. Distribution

- a. Approved publications can be distributed in mailboxes, department offices and display racks.
- b. Do not post on painted or glass surfaces in offices.

6. Off-Campus and Commercial Organizations

Posting and distributing by non-campus sponsored groups is covered in P-5138 Expressive Activities, and R-5138 Expressive Activities Guidelines. A number of campus bulletin boards have been identified and are authorized for open posting. All posted materials will be removed every two weeks. Materials should not be posted on top of existing materials. The college assumes no responsibilities for the protection of posted materials.

Fliers may not be distributed on cars in campus parking lots. Organizations that do this will be cited.

7. Enforcement

- a. Unapproved materials will be removed immediately.
- b. Materials in unauthorized areas will be removed.
- c. A student employee will remove fliers within two days following an event.

## PUBLICATION GUIDELINES FOR DISTRICT MATERIALS

These guidelines apply to promotional materials for instructional, student services and administrative departments.

1. Design Requirements/Standard of Quality

- a. All the publications distributed by campus faculty and staff reflect an image of the college to our students and to the public at large. We want to let our customers know that we care about the quality of everything we do. Therefore, it is important that our publications maintain a high standard. To accomplish this, we have developed design guidelines for materials that are posted or distributed.
  - b. The college logo, sponsoring department and department telephone number must appear on all materials that are posted on campus.
  - c. Materials should be professionally prepared. Hand drawn fliers are not acceptable. Fliers prepared by departments using computers should be of laser quality--clear lines, easy to read type.
  - d. Materials should be free of typographical and grammatical errors.
2. Approval Procedures
- a. Publications and Student Recruitment staff will initial the Educational Services work requisition to approve a publication. Educational Services will not begin typesetting or printing any project unless the Publications and Student Recruitment Office has initialed the work requisition.
  - b. Departments that prepare and duplicate their own promotional materials require the initials of the Publications and Student Recruitment director on the publication before duplication.
  - c. This procedure applies whether the publication is printed in Educational Services, prepared by an individual using desktop publishing or printed off campus.

## PUBLICATION GUIDELINES FOR STUDENT MATERIALS

### 1. Paper Banners

Student activities are an integral part of the college experience and should be encouraged. Paper banners announcing events help to create a positive atmosphere and stimulate interest in activities. Banners, especially in the vicinity of the Campus Center, convey the message that Citrus is a friendly, busy and fun college. Therefore, banners should be encouraged, but their use will be regulated.

Three banners may be posted for each student event with no more than one banner on each building with the exception of the Campus Center. Banners will be made by a student-artist hired through the Student Affairs Office to ensure quality and will be approved by the Student Affairs staff. Banners shall be requested no later than five days prior to the time they are needed. A clear sample of what the banner is to include shall accompany the request.

2. Book Swap

At the beginning of each semester, students may individually post notices for the purposes of either buying or selling used textbooks. These notices may remain posted until the third week of the semester. They may be posted in the stairwell between the Campus Center and Owl Bookshop, or on authorized bulletin boards.

3. ASCC Elections

The ASCC Election Code governs the posting of materials related to ASCC elections.

Adopted.....07/15/68  
Revised.....02/17/69  
                                  02/16/70  
                                  04/16/73  
                                  12/14/76  
                                  11/02/94  
                                  12/16/03

Reference

Citrus College Policy 5141 - Distribution and Exhibition of Posters, Bulletins, Newspaper, Pamphlets, Circulars, Handbills, and Any Promotional Materials on Campus