

STOCKTON UNIVERSITY



PROCEDURE

Posting and Displaying Information on Campus

Procedure Administrator: Vice President, Student Affairs

Authority:

Effective Date: July 25, 1983; September 24, 2009; September 12, 2016, January 10, 2019

Index Cross-References:

Procedure File Number: 3120

Approved By: Harvey Kesselman, President

This procedure provides instructions for posting and displaying information on University-designated property including, but not limited to, campus kiosks, bulletin boards, walls, designated gallery/lobby televisions, road signs, railings, sidewalks and grounds ("University Property").

Information will be posted in priority order according to the following criteria:

1. University-sponsored; information that contains a direct connection to the University's mission and values;
2. Recognized student-organization-sponsored; information that contains a direct connection to the University or the organization's mission and values;
3. External information not contrary to the University's mission and values; limited to available space designated for this purpose; subject to prior approval by the Office of Event Services and Campus Center Operations.

Faculty, staff, and recognized student organizations must receive pre-approval by the sponsoring unit's manager for the information to be posted or displayed. Information from both internal and external sponsors should be submitted to the Office of Event Services and Campus Center Operations for final approval. The Office of Event Service and Campus Center Operations will coordinate distribution of approved information through the following avenues:

1. **Postings, Displays, and Banners** - The Office of Event Services and Campus Center Operations will coordinate all postings with the venue manager of each building, complex, site, or campus. Each venue manager is responsible for approval stamping, posting, and removing outdated and/or unapproved

information posted on/at their site. Postings, displays, and banners are permitted in designated locations identified for this purpose. Additional locations may be permitted for a limited time upon review and approval by the Office of Event Services and Campus Center Operations, the Office of Facilities Management and Plant Operations, and the location venue manager. The Office of Event Services and Campus Center Operations will coordinate the review process.

2. Electronic Displays - Information displayed on television monitors located in public areas, including the galleries, lounges, and lobbies on the Galloway Campus, the Atlantic City Campus and other instructional sites, are managed by the Office of Event Services and Campus Center Operations. Information displayed in those same areas as computer screensavers are managed by University Relations & Marketing. Information displayed on LED signs located on Vera King Farris Drive are managed by the Office of Event Services and Campus Center Operations, and is posted according to the following criteria:

- a. Emergencies
- b. Institutional Impact
- c. Parking Instructions
- d. Major events sponsored by or held at the University

3. Ground Signs - The use of temporary ground signs for events or educational campaigns is managed through, and is subject to, prior approval from the Office of Event Services and Campus Center Operations and each designated venue manager. Ground signs for any other purpose are managed through, and are subject to, prior approval by the Office of Facilities Management and Plant Operations.

4. Chalking - Requests for information posted with temporary sidewalk chalk are managed through the Office of Event Services and Campus Center Operations. Locations for the Galloway Campus are limited to residential areas and adjacent walkways. Locations at the Atlantic City Campus and off-campus sites are managed by the designated venue manager.

Review History:

	Date
Vice President for Student Affairs	12/09/2018
General Counsel	12/16/2018
Cabinet	1/10/2019
President	1/10/2019