

BBCC ADMINISTRATIVE PROCESS

Title: Posting of Printed or Graphic Materials	AP 8049	Implementing Board Policy: BP 1000.1
Originating Department: Communications	Originated:	Effective Date: 12/7/18
Previous Revisions: 9/02	Approved: <u> Terrence JK </u> President	

1.0 PURPOSE

The college encourages free expression; however, postings of printed and other graphic materials on the Big Bend Community College Campus must comply with appropriate standards and procedures.

Procedure

A. **General rule.** Printed and other graphic materials (“materials”) shall be posted on (affixed to) College property only in accordance with this procedure.

B. Approvals

1. All proposed postings must be submitted to the Office of Communications (1400 Building 2nd floor Room 1442) and be stamped before being displayed in a Permissible Location on College property.
2. All approved postings must be stamped before being distributed and hung using painters tape to prevent damage to the walls.
3. Unless otherwise stated, approval of a posting shall be for not longer than two weeks or the occurrence of the event that is its subject, whichever comes first.
4. Anyone lawfully on the Big bend CommunityCollege campus may submit materials to the Office of Communications for posting on College property.
5. Any person lawfully on the Big Bend campus may post material without the Communications Office stamp only on the Community Bulletin Board which is located outside of the inner entrance to the Campus Bookstore in the 1400 Building. The President may make a specific exception for compelling legal or other reasons.
 - a. The Community Bulletin Board will be monitored daily and materials may be removed without notice.

D. **Prohibited Postings.** Except as otherwise provided herein, there shall be no posting of materials which:

1. constitute or promote harassment or discrimination on any unlawful basis;
2. defame any person or group;
3. incite any act of violence or otherwise encourage unlawful behavior;

4. encourage the viewer to participate in a commercial transaction which does not serve a College purpose;
5. constitute or contain false advertising;
6. promote consumption of tobacco products, alcoholic beverages, or illegal drugs;
7. include profane language;
8. include explicit sexual content or innuendo, or are obscene;
9. are otherwise unlawful.

The determination of whether a posting constitutes a Prohibited Posting will be applied uniformly and neutrally to all postings.

E. *Permissible locations.* Materials shall be posted only on walls and bulletin boards designated or approved for the particular type of posting by the Communications Office and under approval from the Director of Facilities and Capital Projects:

1. LIST permissible locations and adhesive devices (painters' tape only).

F. Removal, property damage, compliance

1. Removal: The posting person and organization are jointly and separately responsible for prompt removal of the posting when the approval or any time limitation has expired.
2. Damage: Postings shall be done so as not to damage College property. In the event of any damage, the posting person and organization shall be jointly and separately responsible for the cost of repair.
3. Compliance: Custodial staff and other designated employees may remove "non-stamped" material and either store or destroy postings that do not comply with criteria, conditions, or restrictions under this Procedure. Anyone who repeatedly violates this Procedure may have her/his posting privilege suspended, in addition to any other appropriate action.

Precedence:

This Policy and Procedure supersedes any other Policy and Procedure on these subjects.