

## **Juniata College Posting Policy**

### **Updated September 2022**

#### **1. Overview**

Students, student organizations, faculty, and staff are permitted to publicly distribute written materials in accordance with this Posting Policy. Non-College Individuals and Organizations requesting to publically distribute or post written materials on College property must submit requests through the Juniata College Information Desk in accordance with the regulations set forth in the Juniata College Outside Organization Solicitation Form.

#### **2. Prohibited Content**

Written materials which contain the following are prohibited:

- Violate law or College policy
- Promote or incite behavior violating law or College policy
- Threats, intimidation or messages that constitute or invoke harm or trauma
- Defame, bully or harass another or unreasonably invade another's privacy
- Include obscene images, photos, or representations
- Contain unapproved commercial advertisements
- Disrupt the operations of the College

The Dean of Students or a designee will provide review, guidance and determination of prohibited content on behalf of the College. As materials are developed, consultation with staff in Campus and Residential Life is invited. Materials that include prohibited content will be removed and addressed through the Pathfinder's Code of Conduct.

Prohibited content may be reported to: Juniata College Public Safety, staff in the Office of Residential Life, the Dean of Students Office, or the Bias Response Team ( <http://www.juniata.edu/offices/dean-of-students/bias-response/> ).

#### **3. Location Guidelines for Posting of Written Materials**

##### **a. General Guidelines**

- 1) Students or organizations posting information may place one (1) posting on each board or designated posting area.
- 2) Postings on designated boards or posting areas may not exceed 11 inches by 17 inches in size.
- 3) All wall postings must be posted using painters tape. Painters tape can be checked out from the Office of Campus and Residential Life. No other adhesives will be permitted on the walls, including scotch tape, duct tape, or mounting putty. You may use push pin and thumb tacks on bulletin boards.
- 4) No postings may be placed on windows or other glass surfaces.
- 5) Individuals posting materials may not remove compliant postings placed by other groups and may not cover up other postings. Removing or covering the unexpired postings of other students or groups is a violation of this policy.

6) Advertising events with alcohol is limited to only those events which are fully compliant with the BYOB policy.

7) Exceptions to this policy must be made in writing and submitted to the Office of Campus and Residential Life at least one week prior to posting of materials.

**b. Ellis Hall**

Posting is permitted only on designated bulletin boards and designated posting areas (e.g. wall space which is clearly utilized as a posting area). No posting is permitted on boards designated for administrative department use.

**c. Academic Buildings**

Postings are permitted only on designated bulletin boards and designated posting areas (e.g. wall space which is clearly utilized as a posting area). No posting is permitted on boards designated for academic or administrative department use without permission from the department.

**d. Founders Hall**

Posting is permitted only on designated bulletin boards and designated posting areas (e.g. wall space which is clearly utilized as a posting area). No posting is permitted on boards designated for administrative department use.

**d. Residence Halls**

Postings are permitted only on designated bulletin boards and designated posting areas which may include one posting on hallway walls. No posting is permitted on boards designated for use by the Office of Campus and Residential Life without permission from the Office.

**e. Kennedy Sports and Recreation Center**

Posting is permitted only on designated bulletin boards and designated posting areas (e.g. wall space which is clearly utilized as a posting area). No posting is permitted on boards designated for administrative department use.

**f. Other Locations**

No postings may be made in any location other than those designated in these Guidelines without prior approval from the Office of Campus and Residential Life.

**4. Information Required for Posting Written Materials**

**a. Identification of Individual or Group Responsible for Posting**

Postings must clearly identify the name of the organization or individual responsible for the posting at the bottom right-hand corner of the document.

**b. Dates and Time Period for Posting**

1) All postings must be dated. For posters advertising events which include the date of the event must be taken down by the sponsoring organization or individual within 48 hours of the conclusion of the event.

2) Posters which are not affiliated with an event must include the posting date. These posters may remain up for no more than 2 weeks and must be taken down promptly after two weeks.

3) Outdated/expired postings may be removed by any member of the Juniata College community.

### **5. Chalking**

Chalking is permitted on walkways and plazas in areas open to the weather. Chalking is not permitted on any other surfaces, including buildings, walls, covered entryways, or covered patio areas. It is a violation of policy to remove chalking placed on campus in accordance with this policy. Chalking in non-sanctioned areas may be removed by the College.

### **6. Lawn Signs**

Use of lawn signs are permitted. Student groups should request permission for use of lawn signs to [campuslife@juniata.edu](mailto:campuslife@juniata.edu). Lawn sign may be posted only on Juniata College campus property. The student group/department is responsible for the placing of signs and for their removal.

Requests should include the student group requesting, dates of display, and a copy of the signs. Signs may be displayed for 5 days but may be approved for fewer days depending upon pre-approved outdoor events. Departments/employees should seek permission from their VP for use of lawn signs.

### **Resources and Reporting of Concerns**

1) The Dean of Students Office is responsible for administering this policy. The Office of Campus and Residential Life is available to serve as a resource for students or groups planning events or written materials according to this policy.

2) Prohibited content may be reported to: Juniata College Public Safety, staff in the Office of Campus and Residential Life, the Dean of Students Office, or the Bias Response Team ( <http://www.juniata.edu/offices/dean-of-students/bias-response/> ).

3) Reported and alleged violations of this policy will be investigated by Juniata College Public Safety. Students or student organizations in violation of this policy will be referred to the Dean of Students Office

4) For conduct adjudication, according to process outlined in the Pathfinder. Employees are subject to disciplinary action as determined by their Vice President.

5) Violations of law or violations of this policy by non-college individuals or groups may be referred to the Huntingdon Borough Police. Arrests and criminal charges are separate from the College's conduct process.