

College Procedure

PROCEDURE TYPE:	Administrative
PROCEDURE TITLE:	Poster
PROCEDURE NO.:	ADMIN-220.6
RESPONSIBILITY:	Chief Administrative Officer
APPROVED BY:	Durham College Leadership Team (DCLT)
EFFECTIVE DATE:	November 2015
REVISED DATE(S):	
REVIEW DATE:	June 2017

1. Introduction

The following procedure is intended to support college students, offices and other groups in more effectively communicating their events and programs occurring on campus. The procedure helps ensure everyone has equal access to bulletin board locations and that posters are displayed in a consistent manner across campus.

2. Definitions

2.1. Poster

Refers to a flyer, notice, or other material that is intended to disseminate information to the campus community.

2.2. Bulletin board location

Refers to any bulletin board or set of adjacent bulletin boards for displaying posters.

2.3. Expiry date

Refers to an event date that has already occurred.

2.4. Internal stakeholders

Refers to Durham College employees and students who are organizing an event or launching a program they would like to advertise through the use of posters.

2.5. Student Organizations

Organizations whose members are currently enrolled students at Durham College and who share a common goal or interest. Student organizations include Primary Student Organizations, Campus Clubs and School Societies or academic organizations.

2.6. Affiliated Organizations

Organizations that are contractually associated with the college, such as for example, Aramark Canada.

3. Procedure

3.1. Poster guidelines

3.1.1. All internal stakeholders planning to use posters to promote their event or program should use the following guidelines:

- Poster content must adhere to the Durham College values.
- The name of the sponsoring organization must be clearly indicated on the poster.
- Durham College recognized student organizations, affiliated organizations and departments are permitted to post on Durham College bulletin boards.
- During election periods (Student Association and Board of Governors) posters can be displayed on pillars and cinder block with sticky tack where there are no bulletin boards within 20 metres.
- The maximum number of posters per event on each campus is 50 and the maximum number of posters per event at the Pickering Learning Centre is 15.
- External groups, corporations and organizations are not allowed to post anywhere on campus unless they have a specific affiliation with a school or department.
- Posters must generally be displayed only on bulletin board locations.
- Putting posters on top of other active posters is not permitted.
- Posters must not be displayed on doors, walls, windows, in stairwells, or in close proximity to wayfinding signage.

- Active posters that follow these guidelines will not be removed by anyone other than the sponsoring organization, except when deemed necessary by the Durham College Facilities and/or Security departments.

4. Roles and responsibilities

- 4.1. Your Student Association must approve all student club and Student Centre posters.
- 4.2. This procedure applies to all groups on campus, including students, employees and as such all are expected to adhere to it.
- 4.3. Where there is a question about the appropriateness of a poster please consult the Executive assistant, Communications and Marketing.
- 4.4. In school specific areas such as offices, shops and meeting rooms, the appropriate dean will approve posters to be displayed.
- 4.5. The sponsoring organization is responsible for removing the posters on campus within one week of the event or expiry date.
- 4.6. A monthly review (more frequently if possible) of all bulletin board locations will be completed by Facilities and will include the removal of all posters that violate this procedure and the removal of posters with expired events.

5. Accessibility for Ontarians with Disabilities Act (AODA) Considerations

Durham College's commitment to accessibility and AODA standards has been considered in the development of this procedure which adheres to the principles outlined in the AODA standards and the Durham College Accessibility Policy (ADMIN-203).

6. Related policies, procedures and directives

- Durham College Harassment and Discrimination Policy ADMIN-202
- Durham College Harassment and Discrimination Procedure ADMIN-202.1
- Durham College Internal Communications Policy ADMIN-220
- Durham College Recognition of Student Organizations Policy, ADMIN 205
- Durham College Risk Management Policy ADMIN-223
- Durham College Risk Management Procedure ADMIN-223.1
- Durham College Sexual Violence Policy ADMIN-244
- Durham College Sexual Violence Procedure ADMIN-244.1
- Student Association at Durham College and UOIT Campus Clubs Policy OPR1 and Procedures OPR1 P1;and P2 and the SA Student Societies Policy OPR2 and Procedures OPR P2, P3 and P4