

SUBJECT: PUBLIC DISPLAY OF POSTERS AND BANNERS ON THE PRINCE GEORGE CAMPUS

University life is such that there is abundant demand for the display of posters and banners: these demonstrate the liveliness of the university community and in general are to be welcomed and accommodated. Control of posters and banners is nevertheless necessary to prevent damage to facilities, to make best use of inevitably limited display space, prevent unsightliness, and to conform to appropriate regulations and ethical considerations.

This policy is restricted to the areas and notice boards located in public areas of the Prince George Campus which includes the following:

- Agora
- Student Street
- Library - 1st Floor
- Conference & Fitness Centre

1. Location of Posters

Posters are to be displayed on the noticeboards provided, affixed by thumb tacks, pins, or scotch tape, and not by staples. To prevent damage to the university buildings and to avoid unsightliness, posters are not to be affixed to concrete, brick, painted, wood or tiled surfaces in public spaces in the university. In exceptional circumstances (for example to announce cancellation of an event), and for brief periods only, posters might be taped to doors.

2. Location of Banners

Banners (e.g. very large announcements, usually on cloth, vinyl or heavy paper) may be erected only with the specific agreement of the Director of Facilities or his/her designee. Normally banners will only be erected in the Winter Garden area; however under certain circumstances banners may be placed externally on the campus with the proper approval.

3. Authorization of Posters

All posters other than official UNBC announcements, clearly marked as such, must be date stamped before display by the NUGSS Office. The usual maximum display period will be two weeks. All unauthorized posters will be removed and discarded, either by Security/NUGSS or by those controlling specific noticeboards (see below).

4. Criteria for authorization

Posters will be stamped for display only if they are directly relevant to the University community. Examples of posters that will be authorized are:

- announcements of UNBC events and meetings
- announcements of upcoming community events of clear interest to the UNBC community
- buy and sell notices by members of the UNBC community.

Examples of posters that will *not* be authorized are:

- commercial advertisements from sources other than the UNBC community, except with the express approval of the Director of Communications or the Director of Facilities.*
- posters which contravene UNBC safety, insurance, ethical or equal-opportunity principles.
- posters that advertise gatherings that take place in Residence suites.

5. Decision on Authentication

Written guidance on authorization of posters, and a list of dedicated noticeboards, will be provided to those staffing the Information/Security office. The Director of Communications or the Director of Facilities will adjudicate in cases of uncertainty.

6. Sizes and Number of Posters

Given the limited space available at the University the maximum permissible size, other than in exceptional circumstances, will be 11 x 17 inches. Economical sizes should be used - a poster from a student advertising personal articles for sale, for example, should normally be no greater than 8½ x 11 inches. Multiple copies of the same poster will not be allowed on any other notice board.

7. Dedicated Noticeboards

Noticeboards may be dedicated for specific purposes, and control of those noticeboards delegated to a particular unit. Authorization of such dedication will be by the agreement of the Director of Facilities or Director of Communications. Dedicated spaces will be clearly indicated with semi-permanent signage, and will include spaces for:

- NUGSS
- UNBC community buy and sell
- UNBC Events
- Community Events
- Housing
- Club announcements.
- Bookstore

8. Explanations and Alternatives

An explanatory leaflet will be made available to users, and brief notes on noticeboard use will be attached to the boards. Those seeking to mount posters or banners will be encouraged to consider the alternatives of adding items to the UNBC "Coming Events" web page, and to the Dynacom system.

*Consideration will be given to a special NUGSS-administered board for commercial announcements, with income going to a NUGSS fund.