POSTING NOTICES ON WALLS, ETC.

POLICY

Procedure

1. The college provides bulletin boards for use in the posting of flyers, advertisements, notes, notices, etc. No items of any kind shall be posted on any walls, windows or doors of college-owned buildings without prior approval from a first-line administrator. The first-line administrator shall initial the item and include a date for removal. When approved, special care should be taken to ensure surfaces are not damaged due to the application of and/or removal of postings.

2. When decorating the walls of their offices or work areas, employees should take into consideration the message conveyed or impression made upon visitors. Employees may hang pictures, plaques, diplomas, awards, and other decorations if they are in good taste. If a concern is raised, as to whether something is of good taste, the department of human resources will review the items(s) and make a determination.

   If a single item being hung exceeds one pound in weight, the director of facilities should be consulted.