

## GUIDELINES FOR LITERATURE/MEDIA

WSC has developed a set of guidelines to govern the distribution of literature/media around campus. These guidelines are intended to:

- Maintain uniformity in announcements
- Lessen the amount of literature/media and move into a digital notification system
- Keep the College's buildings clean and in good condition

WSC defines a literature/media as any form of publicity — with no regard to size, shape, medium or content — that is displayed/shown in a public area. The following policies and regulations must be adhered to when placing/showing literature/media on WSC Campus:

- Campus Services, in consultation with the appropriate Division Director/VP(s), must approve and date (if applicable) and initial all literature/media prepared by college faculty, staff, administrators, departments and student organizations, as well as anything prepared by off-campus organizations, businesses or individuals before posting occurs on campus. The name of the sponsoring office or organization must be clearly indicated.
- All literature/media must be in good taste. (Poor taste includes, but is not limited to, sexually explicit images, statements or symbols; depictions or references to alcohol or drugs; foul language; and any other offensive or vulgar material.) Final discretionary judgment will rest with the President or his/her designee.
- Only one poster or flyer regarding any one event is allowed on each bulletin board. There are three bulletin board locations through the campus where these posters/flyers can be placed:
  - Western Star Building
  - Stevens Hall (in Teton Lounge)
  - Frontier Hall (lower level)
- Literature/media is **not permitted on any other locations** on campus including
  - Glass entrance doors to buildings
  - Doors and windows
  - Walls
  - Light or electrical fixtures
  - Fire alarm boxes and emergency equipment
- The posting organization, department or individual is responsible for removing all literature/media within 24 hours of the conclusion of the publicized event.
- All materials will be removed from all bulletin boards at the end of each semester.
- Students, faculty and staff should **not** remove literature/media from campus unless the publicized event has already occurred or the poster is in clear violation of any of the aforementioned regulations.
- All materials with typographical errors, misspellings and/or misinformation must be corrected before being approved.
- Materials found offensive, demeaning or discriminatory against any demographic group will not be approved. Final discretionary judgment will rest with the President or his/her designee.

If you have any questions or concerns about the above posting policy, please contact Campus Services at Williston State College.

## **GUIDELINES FOR DIGITAL FLYERS**

These guidelines are intended to:

- Maintain uniformity in announcements
- Lessen the amount of literature on campus and move into a digital notification system
- Keep the College's buildings clean and in good condition

WSC is intending to allow continued exposure for events, notifications and or clubs in a more controlled manner through a digital approach. The following processes and regulations must be adhered to when submitting a request for content to be placed on the TV monitors throughout the WSC Campus.

- College faculty, staff, administrators, departments and student organizations must send PDF, Word document or jpg of intended poster/flyer to the marketing department at Williston State College for approval.
- Off-campus organizations, businesses or individuals can make a request to have their information added to our monitors through the marketing department at Williston State College.
- All posters and flyers must be in good taste. (Poor taste includes, but is not limited to, sexually explicit images, statements or symbols; depictions or references to alcohol or drugs; foul language; and any other offensive or vulgar material.) Final discretionary judgment will rest with the President or his/her designee.
- All materials with typographical errors, misspellings and/or misinformation must be corrected before being approved.
- Once approval has been made, content will remain in cycle of monitor clips until intended date of event has lapsed. Once event date has passed, content will be removed from cycle.

## **Guidelines for temp event signage**

- Metal stands are available for temporary event or directional signage.
- Please contact the Campus Services to use these stands.
- The person running the event is responsible for stands and they must be promptly taken down and returns to the student life office after each use.
- No exceptions will be made for posting flyers on walls or glass