

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Postering Policy

Adopted on August 12, 2013

Preamble

This policy outlines the guidelines and restriction for “postering” – the posting of advertisements, notices, posters, flyers, or other documents on bulletin boards under the jurisdiction of the Scarborough Campus Students' Union (SCSU).

Administration

The administration of SCSU bulletin boards within the University of Toronto at Scarborough shall be directed by the SCSU Office Manager, and in coordination with SCSU Staff.

All bulletin boards administered by the SCSU within the University of Toronto at Scarborough shall be maintained by SCSU staff. Only SCSU Staff are permitted to post materials on bulletin boards and only one (1) poster can be posted per board.

SCSU Administrative Assistants shall retain one (1) copy of each unique poster for record-keeping purposes for a period of no longer than two (2) months after the poster has been stamped.

All posters must contain the SCSU stamp and will be posted for a period not exceeding two (2) weeks.

SCSU staff will make all efforts to ensure posting on the same day if submitted before 12pm. Posters submitted between 12pm and office closure shall be posted the next business day.

Guidelines

The duration in which posters can be posted on bulletin boards at any one time shall not exceed two (2) weeks without the approval of the SCSU Office Manager (additional fees may be applied).

A maximum of twenty (20) 8 ½”x 11” posters (or smaller) or ten (10) 8 ½”x 14” / 11” x 17” posters can be submitted at any one time by any individual or group. At no time, should any poster that does not fall within these specifications be granted approval for posting.

The SCSU Office Manager may at any time refer poster content to the SCSU President and/or the SCSU Executive Director for approval.

The individual or group must make every effort to ensure their poster is accessible to all students.

Events run by external organizations but supported or sponsored by a student group must include the sponsoring student group's name.

Under no circumstances should any materials infringe or be posted over other materials on any bulletin board.

Permitted Posters



SCSU recognized student groups, external organizations and University departments and offices are permitted to advertise posters publicizing events and services on SCSU bulletin boards.

Emergency or regulatory notices to the community containing “need to know” information about an urgent issue regarding facility or security shall be temporarily posted on bulletin boards in high traffic areas. The posting of such emergency or regulatory notices shall be approved by the SCSU Executive Director and shall be removed immediately following the emergency period.

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At no time will any poster that portrays discriminatory material as defined as by the Ontario Human Rights Code and SCSU policies be allowed to be posted on bulletin boards. Failure to abide by these restrictions will result in such posters being rejected and confiscated by the SCSU and (in the event of excessively discriminatory material) being forfeited directly to UTSC Campus Police.

Postering Fees

Recognized SCSU student groups will not be charged for posting on bulletin boards located throughout campus as long as their poster is not advertising for a business, selling a particular product or products, or promoting a profitable event that does not benefit student interests.

University departments and offices, external groups or individuals (including students) who are posting on bulletin boards for the purpose of generating profit or awareness, will be charged a \$20.00 (tax included) fee per unique poster. University of Toronto Equity offices are exempt.

Removal of Posters

Only SCSU staff will be permitted to remove posters from bulletin boards after the expiry date.