



PROCEDURE

Postings, Displays, and Literature Distribution on Campus Property

Procedure Administrator: Vice President for Student Affairs

Authority:

Effective Date: July 25, 1983; September 24, 2009; September 12, 2016, January 10, 2019; August 26, 2024

Index Cross-References: 3103 - Use of University Property; 3121 – University Flag Displays and Ceremonies

Procedure File Number: 3120

Approved By: Dr. Joe Bertolino, President

PURPOSE:

This procedure provides instructions for postings, displays, and literature distribution on University-designated property including, but not limited to, campus kiosks, bulletin boards, walls, OspreyHub, electronic displays, road signs, railings, sidewalks, and grounds.

A. DEFINITIONS:

1. Internal or Affiliated Sponsor is defined as (a) a student group or organization that is recognized by the University and in good standing and (b) University offices, departments, centers, or academic schools.
2. External or Unaffiliated Sponsor is defined as any person, group, or organization that is not an internal or affiliated sponsor of the University.

B. GENERAL PROVISIONS:

1. Information from both internal and external sponsors must be submitted for review and approval to the Office of Event Services and Campus Center Operations at least five business days in advance of the posting/display start date. The Office of Event Services and Campus Center Operations, or a designee at the Atlantic City campus and other instructional sites, will coordinate the review, posting, and/or setup processes with the appropriate campus partners. Approval will be based on availability, operational need, and compliance with University policies and procedures.
2. Postings, displays, and the distribution of literature must not impede or disrupt normal University operations or obstruct pedestrian or vehicular traffic.
3. Postings, displays, and literature must list the sponsor.
4. Postings, displays, and literature containing non-English language content must contain the English translation.

5. Internal sponsors must receive pre-approval by the sponsoring unit's manager prior to submission to the Office of Event Services and Campus Center Operations.
6. Unapproved postings, displays, and literature will be removed by the University.

C. POSTING PRIORITIES:

1. Information will be posted in priority order according to the following criteria:
2. University-sponsored; information that contains a direct connection to the University's mission and values
3. Recognized student-organization-sponsored; information that contains a direct connection to the University or the University's mission and values
4. External sponsors will be limited to available bulletin board space or vendor tabling areas designated by the University

D. POSTING PROCESSES:

1. Postings, Displays, and Banners:

- a. The Office of Event Services and Campus Center Operations will coordinate all postings with the venue manager of each building, complex, site, or campus. Each venue manager is responsible for approval stamping, posting, and removing outdated and/or unapproved information posted on/at their site. Postings, displays, and banners are permitted in designated locations identified for this purpose. Additional locations may be permitted for a limited time upon review and approval by the Office of Event Services and Campus Center Operations, the Office of Facilities Management and Plant Operations, and the location venue manager.

2. Electronic Displays:

- a. Information displayed on television monitors located in public areas, including the galleries, lounges, and lobbies on the Galloway Campus, the Atlantic City Campus and other instructional sites, is managed by the Office of Event Services and Campus Center Operations.
- b. Information displayed on public computer station screensavers is managed by University Relations & Marketing.
- c. Information displayed by student organizations on OspeyHub or other University owned or operated platforms is approved by the Office of Student Development.
- d. Information displayed on the LED signs located on Vera King Farris Drive is managed by the Office of Event Services and Campus Center Operations, and will be posted according to the following criteria:
 1. Emergencies
 2. Institutional Impact
 3. Parking Instructions
 4. Major events sponsored by or held at the University

3. **Ground Signs:** The use of temporary ground signs for events, directional purposes, displays, or educational campaigns is managed through, and is subject to, prior approval from the Office of Event Services and Campus Center Operations, each designated venue manager, and the Office of Facilities Management and Plant Operations. The Office of Event Services and Campus Center Operations will coordinate the review process.

4. **Chalking:** The use of temporary sidewalk chalk on the Galloway Campus is limited to residential areas, their adjacent walkways, and the D-F Plaza. Locations at the Atlantic City Campus and off-campus sites are managed by the designated venue manager. Chalking in any approved area will be limited to ground surfaces and will not be permitted on vertical surfaces. The use of temporary sidewalk chalk is subject to approval by the Office of Event Services and Campus Center Operations, Residential Life, the Office of Facilities Management and Plant Operations, and the venue manager. Additional locations may be reviewed for messages approved by University Relations and Marketing. The Office of Event Services and Campus Center Operations will coordinate the review process. All chalking shall comply with the University’s policies and procedures.

Review History:

	Date
Procedure Administrator	08/06/2024
Divisional Executive	08/06/2024
General Counsel	08/06/2024
Cabinet	08/26/2024
President	08/26/2024