

# **FACILITIES SERVICES GUIDELINE**

**Title: Bulletin Boards and Posters on Langara Campus**

**Category: Guidelines and Procedures**

**Applicability: College Employees, Students, General Public, Security, Janitorial, Facilities Department**

**Created Date: June 28, 2013 – Revised September 23, 2021**

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## **INTENTION**

These guidelines and procedures are intended to provide overall direction as to permitted locations, content and specifications, authorization, and maintenance of bulletin boards and posters / notices on Langara College premises.

Langara College supports open information flow and advertising opportunities among its stakeholders (students, employees, college sponsors, partners and general community). The College also recognizes the need to maintain an orderly appearance.

## **GUIDELINE**

### **Locations and Bulletin Board Designation**

Langara College provides numerous bulletin boards in Buildings A on the 2<sup>nd</sup> & 3<sup>rd</sup> floors. Bulletin boards located in the LSU Building belong to the Langara Student Union and are operated under its own procedure. Please visit the LSU office for more information.

Buildings on campus are equipped with “designated” and “general purpose” (GP) bulletin boards. Designated boards belong to instructional departments (i.e. English, Nursing) and the College administration; only departmental personnel can post notices to designated bulletin boards. GP bulletin boards are intended for anyone from the Langara community to post notices approved by the Facilities department. Postings are to be hung only on pre-existing GP bulletin boards in hallways only.

Bulletin boards in classrooms are designated for instructional use only.

### **Content and Specifications**

The content of a posting must not contravene the College Human Rights Policy. Posted information is to reflect the diverse, respectful, and professional atmosphere expected within the College. Notices must be written in Canadian official languages – English or French (with English translation). Facilities reception personnel may refer content of a questionable nature to a Facilities Manager.

One-time private items for sale postings by students and employees are permitted (i.e. textbooks) on GP bulletin boards. On-going student or employee business advertising is not appropriate use of the College bulletin boards. Postings must clearly indicate the sponsoring individual, group, department or college organization.

The size of postings must not be larger than 11" x 17" except where specifically approved by the Facilities department. Individuals, groups or organizations are limited to one poster per GP bulletin board per event, issue or campaign. Notices may not be affixed on top of each other. Maximum allowance is 20 notices per person.

## **PROCEDURES**

### **Date stamping**

Postings must be stamped with a date by reception personnel located in the Facilities department in order to be considered approved. Notices without a stamp will be removed. Authorization is granted for GP boards only. Date stamping service will be provided Mon – Fri, 08:30 – 16:30 hours. The valid time period will depend on the posting (see "Validation period" for examples). Notices will be stamped with an ending date.

### **Black-out Period**

No date stamping will be done in the first week period after the last day of final exams; all GP boards will be cleared for the new term. Advertisers will be informed by Facilities reception staff that postings will be removed regardless of the stamping date during the black-out period. Stamping will begin again after the black-out period in the second week after final exams.

### **Validation period**

Items valid for the duration of the term:

- All tutor notices (except English)
- Exercise / tutoring classes (unless date sensitive)

Items valid for 30 days:

- Car for sale
- Furniture or other items for sale
- Books for sale
- Housing ads

Items valid according to date of function:

- All events (i.e. lectures, concerts)
- Travel offerings (i.e. trips, vacation)

## **EXCEPTIONS**

### **College Posters / Notices**

Langara College official posters / notices (created by departments, groups and/or committees) are permitted to be posted on GP bulletin boards without approval or date stamp; directional signs related to College events (i.e. convocations) are permitted in any location with discretion, (only masking tape, green painters tape or poster putty may be used). However, posters / notices are not to be posted on doors (exterior and interior), glass surfaces, walls, in bathrooms and other places not intended for posting materials. Any costs incurred for removal or for the repair of damage caused by unauthorized placement of notices and like materials may be charged to the person, department or parties responsible.

**Employment notices**

All employment postings are handled exclusively by the Co-op & Career Development Centre. Please contact the Co-op & Career Development Centre for policies and procedures.

**MAINTENANCE**

Facilities personnel and campus security are responsible to monitor and maintain the bulletin boards on Langara campus. Security personnel will check the GP bulletin boards regularly and remove expired notices and notices without a stamp. Security personnel will completely remove all notices off all GP bulletin boards during the black-out period. **Security and Facilities personnel will remove notices on doors, glass, painted walls and other places not intended for posting materials.**