



## UNIVERSITY OF KING'S COLLEGE

### POLICIES and PROCEDURES

Responsible Unit:	Bursar's Office
Approved	September 5, 2024
Date of next Review	September 4, 2027
Policy	Public Space Poster Policy

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1. The content of all materials posted on campus are subject to current [University Policies](#), including the Code of Conduct.
  2. Bulletin boards in public areas of the University shall each have a designated person who is the approval authority for the posting of materials on that bulletin board:
    - a. The designated approver may add or remove material from the bulletin board at their discretion.
    - b. The designated approver is responsible for the form and content of approved materials on their bulletin board. This includes responsibility to ensure that the form and content of the materials complies with clause #1 above.
    - c. The approval authority's contact information shall be posted on the bulletin board.
    - d. Permission must be obtained from the designated approver before any material may be placed on that bulletin board.
    - e. The designated approver is responsible for overseeing their boards regularly and shall take down outdated material.
    - f. Excepting moments when the posts violate the code of conduct or other university policy, requests to remove material from a bulletin board must go to the designated approver.

3. Materials may only be posted on bulletin boards, with the exceptions noted in the clauses below. Materials cannot be posted in areas other than those specifically designated as posting areas. For clarity, this means no postings are permitted on any undesignated areas such as public doors, windows, mirrors, walls, ceilings, floors, washroom stalls, car windshields, and all other painted surfaces.
4. Faculty and Staff may post materials on their own office doors and personal bulletin boards. Faculty and Staff shall be responsible for the form and content of all posted materials. This includes responsibility to ensure that the form and content of the materials complies with clause #1 above.
5. Community and University newspapers may be displayed in designated areas in the breezeway.
6. All postings (banners, unusual posting for special events, etc.) for residence activities must be approved by the Assistant Dean of Residence Life and follow the posting requirements outlined in the [Residence Guidelines](#).
7. Off-campus advertising, not otherwise approved to be posted in another location, is to be posted only on the off-campus advertising board under the authority of the Dean of Students. These postings are subject to the same regulations of content as are all other postings and any violations of these regulations will result in the removal of the poster(s) by the University.
8. Posters and other material in violation of the policy may be removed without notice by University staff. When possible, notice will be sent to the designated approver of the bulletin board in question.
9. On the last working day of April, July and December, Facilities Management staff will remove all posters from public bulletin boards across campus.
  - a. Before this date, the approval authority for each bulletin board must remove any important posters and then repost them afterward.
  - b. Facilities Management will note any added or deleted bulletin boards and update the attached Appendix "A".

Appendix A: List of Bulletin Boards

<b>Building</b>	<b>Where is it?</b>	<b>Who/What department is responsible?</b>
A&A Building	AA Lobby N	Racialized Students's Collective
A&A Building	AA Lobby Standing (says "Welcome to King's")	President's Office
A&A Building	AA hallway to Classroom 1	Chaplain
A&A Building	Angel's Roost Common Rm	Residence Life
A&A Building	SCR Corkboard	Manager of Governance and University Ceremonies
Alex Hall	AH 1st floor opposite main desk (2 immediately beside each other)	Residence Life
Alex Hall	AH kitchen	Residence Life
Alex Hall	AH 1st floor W	Residence Life
Alex Hall	AH 1st floor E	Residence Life
Alex Hall	AH Basement	Residence Life
Alex Hall	AH 2nd floor (outside housing office)	Residence Life
Alex Hall	AH 3rd floor (2 outside common room)	Residence Life
Alex Hall	AH 4th floor outside Don Suite	Residence Life
Alex Hall	AH 4th floor opposite Don Suite	Residence Life
Chapel Bay	Chapel Bay 1st floor	Residence Life
Cochran Bay	COB 1st floor	Residence Life
Gym	Gym Entrance N	Director of Athletics
Gym	Gym Entrance S (on Accel Physiotherapy door)	Director of Athletics
Gym	Outside basement Dance Rm/Aerobics Training Centre (2 immediately beside each other)	Director of Athletics
Gym	Outside main floor Equipment rm in main gym area	Director of Athletics
Gym	Opposite windows in 2nd floor cardio rm	Director of Athletics
Library	Library by printer (main floor)	Head Librarian
Library	2 outside Library basement washrooms (immediately beside each other)	Library Circulation Desk
Link	2 outside KSU office	King's Student Union
Link	Plastic display cases along the hallway of the Link	King's Student Union
Link	Community Support Area Arches	Equity Officer
Middle Bay	Middle Bay 1st floor	Residence Life
NAB	Beside NAB elevator, 1st floor	Racialized Students's Collective
NAB	3 large ones outside KTS Red Room (2nd floor NAB)	Dean of Students
NAB	Between Wilson and Frazee Rms (2nd floor NAB)	Dean of Students
NAB	unlabelled in NAB 3rd floor foyer	Dean of Students

NAB	NAB 3rd floor foyer, labelled "FYP"	FYP Director
NAB	NAB 3rd floor foyer, labelled with "CSP", "EMSP", and "HOST"	Honours Program Directors
NAB	NAB 1st floor N stairwell, over garbages beside entrance to Link	Dean of Students
North Pole Bay	NPB Common Rm	Residence Life
Prince Hall	Outside Prince Hall labelled "King's Community"	Dean of Students
Prince Hall	Outside Prince Hall labelled "Off-Campus"	Dean of Students
Prince Hall	Outside Prince Hall labelled "Dalhousie"	Dean of Students
Prince Hall	Outside Prince Hall labelled "Employment"	Dean of Students
Prince Hall	Outside Prince Hall labelled "Athletics"	Dean of Students
Prince Hall	Outside Prince Hall, not labelled	Dean of Students
Prince Hall	Above stairs down to Wardy from PH	Dean of Students
Prince Hall	Outside washrooms in basement of A&A/PH, at bottom of stairs below wardy	Dean of Students
Prince Hall	Wardroom / Galley	King's Student Union
Radical Bay	Radical Bay 1st floor	Residence Life