

Posting of Materials Procedure

Mayville State University permits the solicitation, distribution and posting of materials or messages as permitted by this policy by any registered student organization, campus office or department. This includes solicitations or distribution of materials that are related to charitable or community support activities supported by the university or by its administration.

Bulletin Boards/Other Surfaces

Those bulletin boards designated “general use” bulletin boards located at various campus sites are intended primarily for use by any registered student organization, campus office or department.

Designated areas include:

- Old Main:
 - Bulletin board on ground floor east stairwell (also available for community postings).
 - Bulletin board, lower level by student mailboxes (also available for community postings).
- Education Building: Bulletin boards inside south entrance (also available for community postings).
- Library: Bulletin boards at entrance.
- Classroom Building: Bulletin board in south wing nearest CB110.
- Campus Center:
 - Bulletin boards in hallway between foyer and Bookstore.
- Fieldhouse and Wellness Center: Areas as designated by Athletic Director and Division Chair of HPER.
- Residence Halls: Contact Office of Student Life or refer to Student Handbook.
- Posting on non-designated areas must receive approval from the Director of Student Life, Director of Student Involvement, or the Office of the President.

Only one item for the same event will be allowed per bulletin board or designated area. Push pins or tacks are to be used when posting on bulletin boards; no staples or tape. Low-adhesive blue masking tape should be used to affix flyers to other approved surfaces. The use of paste, sticky-back substances, adhesive putty, or adhesive tape (other than low-adhesive blue masking tape) is prohibited.

Courtesy should be observed in connection with the size of posters, the amount of space occupied, and the time that materials are left in place. Persons posting materials are responsible for their removal after they have served their purpose. The Office of the President reserves the right to remove any materials at any given time.

Restrictions

- Promotional materials are not allowed on wood surfaces, brick surfaces, or glass of interior/exterior doors (windows are permitted with appropriate adhesive).
- In no case will event materials be permitted on campus which contain vulgarity, unwarranted or unreasonable attacks upon the character of individuals, or contain statements which violate public law.
- Advertisements for alcohol sales and bars are not allowed to be posted on campus.
- The use of bulletin boards within campus classrooms is restricted to instructional information, as defined by the instructors who use each room.

- Political campaigning or advocacy materials shall not be distributed through internal campus mail or email unless they are the announcement of an activity or event sponsored by a recognized campus/student organization.
- Per **M1901.2.1 Mass Email Distribution**, the distribution of mass email to MSU students is restricted to the President's Office, President's Cabinet, Information Technology Services, Student Senate President, and critical contacts approved by the CIO in consultation with the VPAA and/or VPSA.
- Use of social media must follow M1901.6 Social Media policy.
- Community postings will be monitored and may be removed.

Removal in a timely manner

Materials are subject to immediate removal after event; sponsor may be billed for costs related to removal, clean-up, or repair.

Violations

Violations of this policy shall be reported to the supervisor of the employee or student organization who is in violation.

Adopted: September, 2016

Revised: January, 2020

Sponsor: President