3357:13-18-041 NC State/OSU-Mansfield Posting Procedure

(A) Students, faculty, and staff may post information and notices concerning their organization/ department in areas designated by NC State/OSU-Mansfield administration, such as the bulletin boards in each of the buildings and on the electronic displays in all OSU-Mansfield/NC State buildings.

(B) Guidelines for displaying posters, flyers and announcements:

(1) The Office of Student Engagement or either the NC State Public Affairs Office or the OSU Mansfield Development Office as backup, will stamp and approve postings, including the date that the information should be taken down. Each building monitor will be responsible for putting materials up and taking them down. The date to be removed should be within 24 hours after the date of the event.

(2) Only one notice per event may be posted per board surface. You can contact the Office of Student Engagement for the number of bulletin boards on the entire campus.

(3) Posted material should not cover or obstruct other notices.

(4) Posted material should be of a reasonable size relative to the size of the posting area (5x5, 5x7, or 8-1/2 x 11 preferred).

(5) Table tents are considered a posting tool and also require approval.

(6) Posting is prohibited on <u>all</u> pieces of artwork, elevators, vehicles, bus shelters, trees, furniture & seating, streets & signs, glass surfaces (except postings by the CRC and Union staff within designated areas), doors, painted surfaces, columns, etc. In the case of emergency, the administration of the institutions may post a notice on a door area.

(7) Chalk may be used to post notices on sidewalks, but is prohibited on buildings. Under no circumstances may acrylics, ink or paint be used on any permanent surface.

(8) Campus personnel will remove notices from all student posting areas on a bi-weekly basis. These areas will also be checked regularly to remove dated notices, non-campus related postings and violations.

(C) The electronic signage system was installed to provide items of interest, e.g. timely news and information regarding events, institutional business notifications, as well as security information when necessary, to the Mansfield Campus community.

(1) Users/Authors with access to provide content for display on the signage system, representing both institutions, shall be restricted to both marketing offices and/or their official designees.

(2) Administrators: Suzanna Hammond/ Ohio State Mansfield, 419-755-xxxx, name@osu.edu; Maggie Traynor/NC State, 419-755-4756, mtraynor@ncstatecollege.edu

(3) Technical Support: Tony Baer/Ohio State Mansfield, 419-755-

(D) Violations of this policy will be handled through the Office of Student Engagement and other appropriate NC State/OSU-Mansfield personnel. Groups or individuals responsible for violations will be assessed the actual cost of clean up and any necessary repairs.

(E) Approval Process: Prior approval is required before anything is posted. For approval and distribution, please see the following for different types of posting.

(1) Student organizations, internal institutional postings, and campus programmatic committees should contact the Office of Student Engagement in Eisenhower.

(2) External vendors and non-profits should contact either the OSU-Mansfield Development Office in Riedl 208 or the NC State Public Affairs Office in the Byron Kee Center room 132.

(3) Any building specific institutional postings only can be stamped and posted by the building coordinators.

(4) For any outdoor advertising or art displays, Physical Facilities and Maintenance will be consulted as part of the approval process.

(F) Campus Building Contacts: To have something approved, contact the Office of Student Engagement or the OSU-Mansfield Development Office or the NCSC Public Affairs Office for approval. They will get materials to building monitors for posting.

Office of Student Engagement: Eisenhower Hall
TBA, Rm. 214, Eisenhower Student Union
Student Engagement Program Coordinator

NCSC Public Affairs Office: Byron Kee Center
Keith Stoner, Rm 132 (KH-5)
Executive Director, Marketing/Public Affairs

BYRON KEE CENTER: Admissions
Office: Tiffany Detillion, Rm 103 (KH-7)
Administrative Assistant, Admissions

FALLERIUS: Academic Affairs Office
Traci Lykins, Rm 158 (F-7)
Senior Administrative Assistant, Academic Services

HEALTH SCIENCES: Health Science Div. Office
Amy Burns, Rm 201 (HS-26)
Senior Administrative Assistant, Health Sciences

KEHOE: Business, Industry & Technology Div.
OfficeVickie Kissel, Rm 150 (AT-27)
Senior Administrative Assistant, BIT

CDC: Child Development Center
OfficePaige Luna, CDC Office (CD-1)
Assistant Director

OSU-M Office of Development: Riedl Hall
Cindy Wood, Rm 206, (RL-28)
Director, Development/Community Relations

RIEDL HALL:
Kendra Boggs, Rm 104

OVALWOOD: Faculty Services Office
Ann Ireland, Rm 269 (OV-15)
Office Associate

BROMFIELD: Library & Information Commons
Andrea Wittmer, Rm 124, (CN-11)
Head Librarian

CONARD LC: Conard Learning Center
Andrew Mueller, Rm 100-F (CN-11)
Director

CRC: Campus Recreation Center Office
TBA, Manager, Athletics & Student Engagement

(G) Internal Support with Developing Advertising:

(1) For assistance with preparing fliers, digital messaging, or other advertising, contact the Office of Student Engagement at 419-755-4314.

(2) Forms to request assistance are available at http://www.mansfield.osu.edu/studentactivities/organizations.htm

Effective: April 29, 2024
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Review Dates: 9/1/97, 1/22/02, 12/16/05, 1/26/06, 9/29/08, 12/20/10, 11/14/13, 2/23/21, 4/29/24

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