

## 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. These postings must be stamped and approved prior to posting (approval process below). When in doubt, contact the Office of Student Engagement for assistance at 419-755-4314.
- (B) Guidelines for posting include:
- (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 all 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) The Office of Student Engagement provides a special bulletin board in the Eisenhower Cafe and the Byron Kee Center for students interested in selling books, looking for roommates, etc. Students should contact Student Engagement for permission to post and the exact location of the board.
  - (9) Digital signage is for the exclusive use of OSU-Mansfield and NC State College, with content reviewed by designated campus personnel.
- (C) 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.

- (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 monitors.
  - (4) For any outdoor advertising or art displays, Physical Facilities and Maintenance will be consulted as part of the approval process.
- (F) Campus Building Monitors: 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  
 Tammy Smith, Rm 214 "Student Union" (E-17)  
 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  
 Diana Kelley, 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. Office  
 Linda Nicol, Rm 150 (AT-27)  
 Senior Administrative Assistant, BIT

CDC: Child Development Center Office  
 Hillary Ramsey, CDC Office (CD-1)  
 Assistant Director

OSU-M Office of Development: Riedl Hall  
 Cindy Wood, Rm 222, (RL-28)  
 Director, Development/Community Relations

RIEDL HALL:  
 Laura Grimm, Rm 104 (RL-28)  
 Office Associate

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 LRC: Conard Resource Center  
 Andrew Mueller, Rm 100-F (CN-11)  
 Director

CRC: Campus Recreation Center Office  
 Jennifer Racer, CRC Office (CRC-16)  
 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: February 23, 2021

Expires: February 1, 2026

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

Approved by Shared Services on September 1, 1997

Reviewed by Shared Services on February 22, 2021