

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

NC STATE/OSU MANSFIELD POSTING PROCEDURE

Effective: December 20, 2010

Policy No. 3357:13-18-041

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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 for main campus or the Facilities office for the Kehoe Center at 419-755-4855.

B. Guidelines for posting include:

1. The Office of Student Engagement and the OSU Mansfield Development Office 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 main 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 Union 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 the OSU-Mansfield Institutional Advancement in Riedl 208.
3. Any building specific institutional postings only can be stamped and posted by the building monitors.
4. For posting on the campus digital entrance sign, contact Public Relations at NC State or Institutional Advancement at OSU-M.
5. For any outdoor advertising or art displays, Physical Facilities and Maintenance will be consulted as part of the approval process. Typically this type of advertising is rarely approved.

F. Campus Building Monitors: To have something approved, contact the Office of Student Engagement or OSU Mansfield Institutional Advancement for approval. They will get materials to building monitors for posting.

FALLERIUS:	Traci Lykins, Rm 158 Senior Admin. Asst.	KEHOE:	Linda Nicol, Rm 150 Senior Admin. Asst.
HEALTH SCIENCES:	Betty Hager, Rm 201 Senior Admin. Asst.	CRC:	Jennifer Racer, Asst. Coordinator
BROMFIELD:	Kate Dunlap, Interim Director Library/1st floor	OVALWOOD:	Marna Utz, Rm 269 Faculty Services Asst.
EISENHOWER:	Tammy Smith, Program Coordinator, Union		
BYRON KEE CENTER:	Leah Wachtel Admissions Assistant	RIEDL:	Laura Grimm, Rm 104 Office Associate Linda Reno, Ofc. Mgr.
CONARD LRC:	Andrew Mueller, Rm 100	CDC:	Kim Washington Director

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>

Approved by Shared Services Committee, 1997
Revisions approved by Shared Services Committee, 1/22/02, 12/16/05, 1/26/06, 9/29/08,
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