

School of Medicine



POSTER/NOTICE POLICY FOR THE SCHOOL OF MEDICINE

Category:	<i>General</i>
Approval:	<i>Faculty of Health Sciences - Building Oversight Committee</i>
Responsibility:	<i>Manager, Building Operations and Projects, Faculty of Health Sciences</i>
Date:	<i>Date initially approved:</i> <i>Date of last revision:</i>

Definitions:

Posters - Any sign, notice or other material intended to advertise or announce an event or support a cause.

Purpose/Reason for Policy:

The intent of this policy is to regulate the placement of posters within the School of Medicine Building.

Scope of this Policy:

This policy pertains to any faculty, student, staff or group wishing to post material in the School of Medicine Building. This policy excludes notices posted by UGME staff to support curricular activities.

Policy Statement:

The Faculty permits limited postering in designated areas within the School of Medicine Building. Any posters hung in contradiction to the guidelines and restrictions of this policy will be removed and any the cost of repairing any associated damages will be charged back to the event organizers or applicable group.

Restrictions and Guidelines:

- 1. All posters must be presented to the Building Operations Office Rm. 112 Botterell Hall for approval. The Manager of Building Ops & Projects, F.H.S. and/or their delegate give approval. The content of posters must not contravene any University policy.*

2. *Posters are limited to 1 copy per location.*
3. *Posters shall be placed on:*
 - *Bulletin boards located in the West Hallways of Floors 1 through 4.*
 - *Bulletin board located in the Clinical Centre.*
 - *Tripods placed away from the main traffic flow. Tripods shall not be placed in front of doorways or middle of hallways.*
4. *Under no circumstances are posters to be placed on:*
 - *elevator doors or inside elevators*
 - *glass wall partitions*
 - *windows*
 - *glass doors*
 - *painted surfaces*
 - *stone walls*
 - *directional/way finding signs, or exit signs*
 - *fire hose cabinets*
 - *wood finishes*
5. *Decals (with adhesive backing), double-backed carpet tape, and the use of other permanent adhesive substances or those that prevent easy poster removal are prohibited.*

Exclusions:

1. *Pre-Approved posters may be placed on the main doors of the School for “Special Events”. These posters shall be posted no earlier than on the date of the “Special Event” and must be removed immediately upon conclusion by the event organizers. Posters must be affixed using low tack tape.*
2. *Emergency or regulatory notices containing “need to know” information about an urgent issue regarding facility or security shall be temporarily posted on walls in high traffic areas. The posting of such emergency or regulatory notices shall be approved by the Manager of Building Ops & Projects, F.H.S., and/or their delegate and shall be removed immediately following the emergency period.*

Poster Removal

1. *The bulletin boards will be cleared regularly. Posters that have been displayed for a prolonged period will be removed at the discretion of University staff.*
2. *Posters displayed in excessive numbers on a notice board will be removed and destroyed.*
3. *Posters displayed in restricted locations will be removed and destroyed immediately.*

TEMPORARY SIGNS

Scope

Freedom of expression, balanced with a respect for the rights of others and the environment, are central to the life of a university. Queen's policy on the posting and distribution of printed matter aims to facilitate communication among members of the university community in accordance with this basic tenet.

This statement sets limits as to who may post and distribute printed matter, what may be posted or distributed, and where and how it is to be posted or distributed. Departments shall implement this policy in areas under their respective jurisdictions and may, at their discretion, adopt more restrictive policies for those areas. Concerns regarding the implementation of the policy should be directed, in the first instance, to the unit head or his or her designate.

For the purposes of this policy, printed matter shall include, but not be limited to, advertisements, banners, posters, stickers, chalk markings or drawings, brochures and periodical publications (circulars, newsletters, newspapers, tabloids, magazines).

Procedure

Who may post or distribute?

1 The posting and distribution of printed matter shall be limited to:

- current student, faculty and staff members of the Queen's community;
- recognized university organizations, i.e., university faculties, schools, departments and services, faculty and staff associations and union locals, student organizations recognized by the AMS or GSS,
- non-profit community organizations announcing events of interest to the university community;
- external organizations with approved room reservations or sponsored by recognized university organizations.

2 The individual or organization responsible for disseminating the information shall be identified on all materials. Anonymous communication shall not be permitted.

What may be posted or distributed?

3 All materials posted or distributed shall comply with the Queen's University Code of Conduct. Specifically prohibited, therefore, are any materials deemed:

- to demean or expose to ridicule individuals or groups based on, but not limited to, grounds of sex, sexual orientation, race, ethnicity, national origin, creed or disability;
- to be obscene;
- to incite hatred or violence,

4 Advertising related to private, commercial activities shall not be permitted unless sanctioned under university policies, contracts, leases, licenses or other agreements. The design and location(s) must be approved by Campus Planning and Development.

5 Notices which advertise off-campus licensed events shall be permitted subject to the following conditions:

- the event is sponsored by a recognized university organization,
- the event is held in a licensed room, admission to which is restricted to Queen's

students, faculty or staff and their guests;

- the name of the venue is subordinate to the name of the sponsoring organization and the title of the event; and
- the poster complies with the regulations of the LLBO.

6.1 Materials related to campus elections and referenda shall comply with the electoral rules of the relevant governing body.

6.2 The posting and distribution of materials by candidates or their agents in federal, provincial or municipal elections shall not be permitted other than as required by law.

7 Individuals or groups wishing to post or distribute materials in a language other than either of Canada's official languages must present an English or French translation of the text to the authorizing office.

8 Painted crests may be applied on campus walkways only by year and faculty societies, and shall comply with the University Crest Policy administered by the Campus Activities Commission of the AMS.

Where may material be posted or distributed?

9 Materials shall be posted only on notice boards, in display cases or in other designated locations. Materials must not be posted on any other surface, including, but not limited to, walls, columns, doors, windows, floors, elevators, building exteriors, sidewalks, emergency telephones, light standards and trees.

10 The design and location(s) of notice boards and display cases installed after 1 June 1995 must be approved by Campus Planning and Development.

11 Poster kiosks, other than those existing as of 1 June 1995, mobile signs, sandwich boards, informational banners and all other types of temporary outdoor signs shall not be permitted, except as provided in # 13 below for special events and awareness campaigns.

12 External organizations wishing to distribute material on campus under the auspices of a recognized university organization shall provide display stands for the material. The design and location(s) of the stands must be approved by Campus Planning and Development. The sponsoring university organization shall be responsible for the removal and disposal of all materials remaining after two weeks.

Special Events and Awareness Campaigns

13 University-wide special events or awareness campaigns involving the posting or distribution of materials in areas which would not normally be permitted shall be subject to the prior authorization of the Vice-Principal (Operations and Finance) or his or her designate.

Authorization

14 Prior authorization to post or distribute materials must be obtained at the relevant

departmental office, (hereinafter referred to as the authorizing department) the name, telephone number and hours of which shall be identified on each notice board or display case or stand.

15 The posting and distribution of materials shall also be subject to any guidelines implemented from time to time by the authorizing department regarding, for example, quality and size of paper, number of posters, duration of posting, method of posting and removal.

16 Any material posted or distributed in contravention of university or departmental policies shall be removed and discarded by the authorizing department or by university security or custodial services personnel. The individual or organization shown as the sponsor in the temporary sign shall assume responsibility for the violation and shall be responsible for the costs of removal and disposal.

17 Individuals or groups who post or distribute material in contravention of this policy may have their posting or distribution privileges suspended by the Authorized department