

PUBLIC POSTERS AND NOTICES

ADMINISTRATIVE RULE NUMBER: B001

LAST APPROVED: May 6, 2008, Dec 10, 2014, January 2017, December 19, 2018

RELATE TO POLICY SERIES NUMBER: 203

PUBLIC POSTERS AND NOTICES: B001.1

Public posters, flyers, notices, etc., that are distributed by external groups are permitted on designated public and electronic bulletin boards only, subject to approval by the Director of Human Resources generally for a two-week period. Public posters, flyers, notices etc. from internal groups should be submitted to the TBCC Store Manager/Cashier for approval. Public posters distributed in locations other than designated bulletin boards, or not approved for display in advance, will be removed and destroyed.

COLLEGE SPONSORED POSTERS AND NOTICES: B001.2

College-sponsored posters, flyers, notices, etc., proposed for off-campus distribution should be submitted to the Director of Human Resources for review prior to public distribution.

College-sponsored posters, destined for campus distributions should be submitted to the TBCC Store Manager/Cashier for approval are subject to guidelines below:

- A. Posters may be placed on bulletin boards or other surfaces designed to accommodate fastening with tacks or pins. C. Posters should be posted with attention to neatness, accuracy and regard for other posters. Posters should be taken down after two weeks, or when the material becomes dated.
- D. Temporary notices on classrooms and buildings may be posted with non-permanent adhesive as necessary to alert students and public. If there is a need to place a poster on a painted surface check with facilities and/or maintenance for the appropriate adhesive to be used. It is the responsibility of the party posting the notice to see that it is promptly removed when no longer applicable