

# POSTING PROCEDURES



**THOMPSON  
RIVERS  
UNIVERSITY**

805 TRU Way  
Kamloops, BC V2C 0C8  
tru.ca

<b>POLICY NUMBER</b>	ADM 01-3
<b>APPROVAL DATE</b>	November 20, 2018
<b>AUTHORITY</b>	President
<b>CATEGORY</b>	Administrative
<b>PRIMARY CONTACT</b>	Associate Vice-President, Marketing and Communications
<b>ADMINISTRATIVE CONTACT</b>	(TBD)

## POLICY

---

The Posting Procedures Policy is designed to provide access to TRU's Marketing and Communications-administered notice boards, digital screens and banner spaces without cost for members of the Thompson Rivers University (TRU) community.

## REGULATIONS

---

1. Posted material must be related to TRU, its programs, events, or students. The office or organization originating the material must be clearly identified on it.
2. Materials may only be posted in designated areas and must not be posted on equipment, vehicles, corridors, pillars, classrooms, walls, windows, doors, or other interior or exterior public spaces on campus.
3. Where posting space is limited, space shall be allocated in accordance with the following priority:
  - a. TRU academic and administrative units;
  - b. TRU student clubs;
  - c. TRU community buy-and-sell notices
  - d. Community not-for-profit organizations.
4. Advertising by outside businesses will not be permitted on TRU notice boards, digital screens, banner spaces or other interior or exterior public spaces. Commercial organizations may contact TRU Ancillary Services which manages and monitors on-campus advertising in accordance with TRU policies and applicable laws.
5. All users must comply with TRU policies and all applicable provincial and federal laws. In addition, student clubs must also comply with the TRUSU Club Membership policy.

6. For materials posted on Marketing and Communications-administered notice boards by all users other than the Offices of the President or Vice-Presidents:
  - a. the number of materials for any single program or event must not exceed 50 across the campus;
  - b. only one piece of material is permitted per notice board; and
  - c. all materials will be scheduled for removal from the notice boards by Facilities at the end of every month. However, at any time during the calendar year, Facilities may be requested to increase removal frequency if boards are deemed to be overcrowded and ineffective by Marketing and Communications.
7. Banner space may be booked on elevated spaces on Old Main Student Street for up to two weeks at a time. Banner booking requests should be directed to Marketing and Communications via [marcom@tru.ca](mailto:marcom@tru.ca) with "Student Street Banner Request" in the subject line.
8. Marketing and Communications-administered digital screen space may be booked for up to two weeks at a time. Digital screen booking requests should be directed to Marketing and Communications via [marcom@tru.ca](mailto:marcom@tru.ca) with "Digital Screen Request" in the subject line.
9. Certain notice boards and digital screens have been historically dedicated for exclusive use by particular groups or departments on campus. These will be managed by the department or group and within established University policies.
10. Requests for additional boards or digital screens must be submitted to the AVP Marketing and Communications on or before December 31; with a joint assessment of submitted requests by the AVP Marcom and Director of Facilities to determine viability / possible location on or before March 1 with consideration of current or planned space usage in the proximity of proposed postings, any opportunities to re-allocate posting spaces historically assigned exclusively to a single department or division, and the alignment of proposed content with the university's strategies and priorities; a July 1 advisory of any approved additions, removals or replacements to the appropriate Dean or Department manager via email on or before April 1; and with all changes implemented on or before September 1.
11. In collaboration with Facilities, Marketing and Communications will determine ad hoc measures to clearly communicate permissions and limitations of the posting policy to community users including, but not limited to: Posting full copies of the Policy in the proximity of high-use poster boards and installing permanent signage on walls, windows or other spaces not intended for posters indicating "Posters not permitted on this space. Please use public poster boards" or wording to that effect.
12. Administrative responsibility for this policy lies with the Associate Vice-President, Marketing and Communications. In instances where concerns are raised about posted materials, a decision regarding removal will be made by the Associate Vice-President Marketing and Communications in consultation with the Associate Vice-President Academic, the Executive Director of Ancillary Services, and the Director of Facilities, as needed.