COMMUNITY COLLEGE OF DENVER

Title: Posted Notices and Bulletin Boards

Guideline #:   PO – 6

Approved: November 5, 2013

                July 13, 2015

                August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

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1.   PURPOSE

        To establish standardized guidelines for Community College of Denver
        (CCD or College) departments and recognized student groups who
        wish to post printed notices or create a bulletin board representing
        CCD.

2.   APPLICABILITY

        These guidelines apply to all departments and recognized student
        groups who wish to post printed notices or create a bulletin board
        representing CCD.

3.   DEFINITIONS

        a.   Posted Notices – Printed posters, flyers, handbills or other
                printed information created by CCD or outside organizations.

b.   Bulletin Board – A specified bulletin board purchased by CCD and mounted within a CCD building. Bulletin boards are mounted in hallways and common areas of a building.

c.   Short Term Board – A bulletin board that is not permanently used by a department or group. Short term boards are for general use by departments or groups that do not have permanent boards.

d.   Bulletin Board Administrator – The CCD employee or student who has primary responsibility for the development, maintenance, and updating of approved bulletin board space.

e.   Community Bulletin Board – Specific (labeled) bulletin boards will be available to outside organizations to post information relevant to CCD students and staff.

f.   Bulletin Board Committee – Comprised of four CCD employees representing varying disciplines, the Committee serves to manage bulletin board space and posted notices within CCD buildings.

4.   POLICY

To support and maintain the College's academic and professional integrity, CCD employees and students whose duties include posting of printed information or development or maintenance of a bulletin board, are required to abide by these guidelines.

It is expected that employees interested in implementing or maintaining a bulletin board representing CCD must follow the guidelines of these guidelines. Those individuals wanting to create a new bulletin board representing a department or program of CCD are

required to follow the <u>Bulletin Board Application (PRES-2)</u> process included in these guidelines.

5.   GUIDELINES

No posters, flyers, or hand bills will be posted on windows, doors, painted surfaces, or walls of any CCD building.

Exceptions will be made as deemed appropriate by the Committee.

Guidelines for developing, posting and maintaining bulletin board space within CCD buildings:

- Bulletin board application must be submitted and approved by the Committee before the bulletin board can be utilized.
- The purpose of the board needs to be clear and specific.
- Do not use tape to secure items to the board. Tacks and staples are the only acceptable means in which to secure items to a board.
- Text must be large enough to be read.
- Bulletin board backgrounds are not permitted; large single posters can be created upon request, or items will be posted directly onto the bulletin board.
- Headers, or titles, for boards will be created by CCD's Creative Services department upon request.
- Permanent boards will be identified as such.
- Handwritten information is not allowed.
- All items posted are in good repair.
- Bulletin boards will be regularly monitored to assure the board is current and in good repair.
- Outdated items must be removed immediately (after event date or end date).
- Damaged items must be removed immediately.

PO-6--POSTED-NOTICES-BULLETIN-BOARDS

- Language, illustrations, and photographs used represent CCD and as such are to be in good taste and non-offensive.
- Bulletin boards represent the CCD brand, so correct use of the graphic standards is required. Failure to abide by this will result in the removal of the item(s).
- Each bulletin board must have a professional demeanor. CCD employees and students who maintain a bulletin board are representing the College and all communication must be respectful and professional.
- All bulletin boards are required to adhere to FERPA rules related to student information CCD.edu/FERPA.
- Bulletin board users are required to observe copyrights and avoid copyright protected text.
- Do not use the CCD name or logo to support or endorse a product, service, or political cause.

Community Bulletin Boards Guidelines:

- Boards will be regularly monitored by members of the Committee.
- Information deemed inappropriate by the Committee and CCD standards will be removed immediately. Out of date information will be removed. Boards will carry a disclaimer indicating the information contained therein does not necessarily represent CCD.