

Posting of Materials Procedure

Edison Community College provides bulletin boards and kiosks for public, student, and official College use. Following are the procedures created procedures for administering the posting of public materials created by the Department of Administration and Finance and approved by the President's Cabinet per Board Resolution 2013-nn.

Public Kiosks

- One or more public kiosks will be located in the cafeteria.
- Each side of the kiosk will be dedicated to a particular type of posting, such as:
 - Books for sale
 - Other items for sale
 - Events
 - Other as determined by the Department of Finance and Administration
- Anyone may post items on the public kiosks.
- All posting will be removed on the last day of every month.
- The College reserves the right to remove any material which it deems offensive or illegal.

Official College Kiosks

- One or more kiosks will be placed in a central location for official, College purposes.
- The official kiosk(s) will be used to:
 - Promote sponsored events at Edison or sponsored by the college, and
 - Communicate information relevant to the general, College community,
 - Disseminate other official communications.
- All material to be posted on the official kiosk(s) must be submitted to the Department of Administration & Finance (in Room 161) which will stamp and post the material if it meets the above standards.
- All College departments and official organizations are encouraged to submit information for posting.
- The Department of Administration and Finance will remove materials after events which they promote have occurred, when the information is no longer relevant, or when the space is needed to post more timely information.
- Unapproved items will be removed.

Departmental Bulletin Boards

There are many bulletin boards throughout the campus that are maintained by departments or organizations. The following rules apply to them:

- The Department of Administration and Finance shall maintain a list of those bulletin boards including location, the name of the department or organization which owns it, and the name of a primary contact person.
- The department or organization which owns a particular bulletin board may remove any material that was not posted by the appropriate department or organization.
- The Department of Administration and Finance will aid the owning department or organizations by removing posted material which is obviously not related to the department or organization.

Darke County Campus

- The administrators of the Darke County Campus will maintain one or more traditional or electronic bulletin boards for public information.
 - The administrators will be responsible for the content and maintenance of all messages on those boards.
- There shall be one or more additional bulletin boards for posting material by students.
 - All material to be posted on those boards must be submitted to the Darke County Campus administrators who will decide if it is appropriate based relevance to the DCC Community.

Classroom Bulletin Boards

- Each classroom shall have emergency information posted by Administration & Finance. It must be visible at all times.
- Other classroom bulletin boards may be used by academic departments at their discretion.

Other Locations

- Due to obstruction of visibility to emergency personnel, material may not be posted on any entry door or window, except by the Department of Administration and Finance for campus hours and navigation.
- Due to surface damage, material may not be posted on painted or textured walls.
- Due to adhesive residue, material may not be posted on internal or external windows.