

***DVC Procedure 3025.01***

**POSTING OF MATERIALS ON CAMPUS**

ADOPTION: May 17, 2004

REVISED: November 15, 2007

REFERENCES: \_\_\_\_\_

---

Approved flyers, posters and other information may be posted only on bulletin boards or other approved areas. Material should not be nailed, stapled or taped to exterior walls, posts, trees, railings or any wooden surface. Official notices may be taped to doors or windows by appropriate faculty, or staff, but should be removed as soon as they are no longer required. Nothing in this procedure is intended to infringe upon the right of faculty and staff to decorate their offices or workspace or to exercise their freedom of expression.

**Commercial Notices**

DVC does not generally allow the posting of private vendor information or notices on walls or other surfaces, either inside college buildings or on the campus grounds. Vendors placing such notices shall be responsible for resulting damages and litter. DVC will allow posting by private vendors on bulletin boards on the Pleasant Hill Campus if it is of benefit to DVC and approved by the Student Life Office. Such posting at the Walnut Creek Center and San Ramon Campus must be approved by the San Ramon Campus Executive Dean's Office.

**Posting**

Students shall be provided with bulletin boards, in convenient campus locations, for use in posting student materials. All materials displayed on bulletin boards or other locations at the Pleasant Hill campus (approved by the Dean of Student Life) shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Life Office.

Those who wish to have materials posted on the 13 public bulletin boards on the Pleasant Hill campus must bring those materials to the Student Life Office in the Student Union building. These materials will be stamped and dated, and will be posted in a timely manner by a Student Life staff member on a space available basis.

Materials displayed on bulletin board(s) or other locations at the Walnut Creek Center and San Ramon Campus (approved by the San Ramon Campus Executive Dean) shall also clearly indicate the author or agency responsible for its production and shall be dated with the date of posting.

Materials displayed shall be removed by the individual or group who did the posting within 2 days after the advertised event has concluded or at the end of the semester.

**Classroom Postings**

Classrooms are educational spaces that are to be controlled in general by the faculty or classified staff assigned to them. Commercial vendor notices are prohibited. If students wish to post material in classrooms that is related to instructional activity, they should consult first with their instructor or classified staff member. Should posting space be insufficient for all classes or posted materials inappropriate for all instructors using a classroom, they may seek resolution of any conflict through consultation with a division dean or the Faculty Senate's professional relations committee.