

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: A 2.0
Procedure Title: Distribution and Posting of Printed Materials on Campus
Relevant Board Procedure: [F 4.2.1 Student Code of Conduct](#)
Originating Unit: Student Life
Maintenance Unit: Student Life

I. Purpose: This procedure establishes the criteria for distribution and posting of printed materials on campus.

II. Procedure Statement:

- A. All materials to be posted on bulletin boards or distributed must be approved by The Office of Student Life. The Office of Student Life is responsible for posting and removing materials posted on bulletin boards.
- B. The College allows the distribution of leaflets, flyers, announcements, magazines, or other such materials so long as normal College activities are not disrupted. The College will not allow the distribution or display of material that is obscene, libelous, or seeks to incite hostility or violence of a particular ethnic, religious, or racial group or that advocates the deliberate violation of any federal, state or local law. Materials that are merely offensive or unpopular or that stimulates controversy shall not be restricted or forbidden as long as it does not violate the Student Code of Conduct or Civil Rights, Discrimination, Harassment and Retaliation policy.
- C. Any materials found on official, non-departmental bulletin boards without the Office of Student Life approval stamp will be removed.
- D. The Office of Student Life uses the following criteria when posting materials on bulletin boards.
 - i. Posters, flyers, and announcements will be removed after date of event and meeting. General information announcements will be removed at the end of each semester.
 - ii. Posters, flyers, and announcements are not to be posted on brick, wall, sheetrock, handrails, or other areas that might cause damage to property or create a safety hazard.
 - iii. Placing flyers, leaflets or other printed materials on automobiles in college parking lots is strictly prohibited.

- iv. No printed materials will be affixed to doors leading to the outside of campus buildings without the permission of the Palo Alto College President's Office. Any item placed on a glass door without the President's Office approval stamp will be removed.
- E. Posted material must contain the following information;
- i. Name of organization, department or sponsor.
 - ii. Contact information.
 - iii. Title of event, meeting, date or location as applicable. Posters, flyers, and announcements must be no larger than 17 by 28 inches.
 - iv. Using PAC logo must comply with [Brand Standards Guide](#)
 - v. Materials of a personal nature, such as selling of textbooks or rental of apartments, may be posted in authorized areas designated for personal notices.
 - vi. Solicitation on campus is not permitted except for those activities approved by the Office of Student Life. Solicitation is defined as requesting money, taking subscriptions, and selling merchandise or tickets.
- F. Political materials will not be permitted unless in line with District Freedom of Speech and Expression policy.
- G. This procedure will not apply to material distributed to classes by faculty members as part of their instructional activity as long as material align with Student Code of Conduct.

Date Created: August 11, 2000

Date Updated/Approved: May 5, 2020

Approved: (signed: Gilbert Becerra)
Vice President of Student Success

Approved: (signed: Dr. Robert Garza)
President