

# Policy for Posting Printed Materials on the Goucher Towson Campus

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## I. PURPOSE

Postings of printed materials can serve different purposes, such as promoting an event or expressing opinions. This policy is not intended to regulate free speech. However, printed materials may not threaten individuals or groups, nor should they contain false information.

This policy establishes guidelines for any Goucher community member to post printed materials on the Goucher Towson campus. Goucher alumnae/i and outside organizations cannot post printed materials on campus.

## II. SCOPE

This policy is intended for Goucher students, faculty, and staff. This policy includes signs, posters, brochures, programs, banners, and flyers, and excludes the printed materials designed, printed, and publicized by the College's Office of Marketing and Communications. This policy does not apply to students promoting for Registered Student Organizations (refer to RSO Handbook).

## III. DEFINITIONS

**Campus Designated Locations:** Cork bulletin boards across campus are the designated locations for printed materials. Printed materials posted elsewhere may be removed at any time as they could cause a fire or other kind of hazard.

**Unapproved Locations:** Anything beyond a cork bulletin board such as (but not limited to) glass windows (including windshields); rocks and stonework, poles, paint or white boards, parking lots, directional, and locational or traffic signage.

## IV. CONTACT INFORMATION AND SIZE

1. All printed materials should contain (1) the full name, (2) posting date, and (3) Goucher email address of the individual or group that is posting it. This information should enable any member of the Goucher community to contact the individual or group promptly.
2. Printed materials should not exceed 8.5" x 11".

## V. POSTING

1. Printed materials should be posted only on cork bulletin boards.
2. Individuals and groups should post one printed material item per designated location (i.e., per bulletin board).
3. Individuals and groups should not remove or cover existing postings unless the postings have not been taken down after 2 weeks or within 48 hours from the end of the event.
4. Printed materials may become a burden for the Facility Management Services (FMS) employees who are tasked with the important duty of maintaining our beautiful campus. Individuals and groups should be mindful of the work of FMS employees and:
  - a. Not deface college property with paint, markers, stickers, or other substances that might be difficult to remove.
  - b. Not use duct-tape nor permanent sticking materials, only push pins, putty, or masking tape.
  - c. Remove printed materials after 2 weeks of posting or within 48 hours after the event (individuals or groups may repost if necessary).
  - d. Not post on lawns or paths so as not to disturb lawn mowing and cleaning efforts.
5. If students desire to hand-out flyers, they need to send an email to [inclusion@goucher.edu](mailto:inclusion@goucher.edu). The email should include: (1) student's name, ID and Goucher email; (2) date of the event request; (3) location (Athenaeum-outside or lobby, Mary Fisher Lobby, Van Meter Highway, Welsh Patio); (4) start and end time; (5) set up and clean up time; (6) purpose for tabling; and (7) number of tables and chairs.
  - a. Students may not leave printed materials unattended and must clean-up after any tabling activity is conducted.
  - b. Student clubs and organizations must submit this [request form](#) to OSE.

## VI. COMPLIANCE

1. Any printed materials that are posted and that do not contain accurate contact information, date or size may be reported to [inclusion@goucher.edu](mailto:inclusion@goucher.edu) and removed by FMS.
2. Any printed materials that have not been removed after two weeks or within 48 hours of the end of the event will be removed by FMS; the responsible party may be sanctioned through the [Student Code of Conduct](#), the Provost Office or HR.
3. Any printed materials that do not abide by this or other Goucher policies may be reported to [inclusion@goucher.edu](mailto:inclusion@goucher.edu) and removed by FMS. The responsible party may be sanctioned through the [Student Code of Conduct](#), the Provost Office or HR.
4. Restitution may be required by the party responsible if there is any damage to college property or if posting and residue are not removed properly.

## **VII. RESOURCES/FAQ**

[Copyright Policy](#)

[Demonstration Policy](#)

[Office of Communications](#)

[Policy Against Discrimination & Harassment](#)

[Social Media Policy](#)

[Title IX](#)

## **VIII. RESPONSIBLE OFFICE**

For more information or if you have questions about this policy, please contact the VP for Equity and Inclusive Excellence at [inclusion@goucher.edu](mailto:inclusion@goucher.edu).

## **IX. HISTORY**

Adopted: August 2024