

Use of Public Campus Bulletin Boards

Reference: Revised by Operations Council – October 26, 2009
Adopted by College Council - January 4, 1990
Revised by College Council - December 9, 2009

The Student Life Office maintains and coordinates posting on public campus bulletin boards (This policy will be posted on all public bulletin boards)

1. All items/services advertised must be legal and in good taste, should not endorse specific religions, political candidates, or products/services that have negative health impacts, and should be of interest to Contra Costa College students or staff.
2. Notices/flyers should only be posted on bulletin boards. Notices/flyers should not be posted on walls, windows, or doors, unless it is a college class cancellation notice and will be removed and discarded.
3. All items on bulletin boards must be posted with thumb tacks or stick pins only. Postings with staples or tape will be removed and discarded.
4. Only one copy of an item may be placed on a bulletin board. Duplicates will be removed and discarded. Reasonably-sized materials are encouraged.
5. All postings must be removed within one month of posting date. Exceptions will be made when appropriate.
6. Student Ambassadors, managed by Student Life staff, will periodically check public bulletin boards and remove inappropriate or out-of-date postings.
7. All public bulletin boards are identified by the posting of these guidelines. Department bulletin boards are exempt from this procedure.

Non-College Postings

8. The Student Life Office authorizes the posting of non-college notices on public bulletin boards. Any non-college posting that is not dated with the date of posting and a Student Life Office stamp will be removed and discarded.
9. CCC does not endorse, support or promote any non-college product or service advertised on a campus bulletin board.
10. As needed, services advertised on college public bulletin boards may be checked to determine if the advertiser has the appropriate licensing.

College Postings

11. College course announcements may be posted until the third week of classes. College flyers advertising events may remain posted until the event is over.
12. College staff are expected to remove their own postings in a timely manner.
13. All flyers/postings should adhere to approved college brand standards. Find approved logos, fonts and other marketing assets at <http://bit.ly/CCCMarketing>