

University of Minnesota, Morris

Distributing Publications and Information at the University

Responsible Officer: Chancellor

This document applies the University of Minnesota policy on distributing publications for the UMM campus. The all-University policy information is contained on the U of MN website: (fpd.finop.umn.edu/groups/ppd/documents/procedure) Last updated on March 21, 2006.

This policy applies to all posters, flyers, banners or other similar materials.

All materials posted on public bulletin boards or distributed on campus must clearly show the name(s) of the local sponsoring individual(s) or organization(s) as well as contact information in an easily recognizable and identifiable fashion.

This procedure covers the distribution of publication and information on the Morris Campus.

Handouts

Indoor Posting

Outdoor Posting

Student Mail Boxes

Distribution by Handout

Publications that are not for sale: In academic buildings and the student center, handout distribution is restricted to foyer and lobby areas. Distribution of published materials in any other part of the buildings is prohibited. In other nonacademic areas such as residence halls and parking areas, handout distribution is prohibited except with written permission from the appropriate vice chancellor or associate vice chancellor.

1. Outside nonacademic buildings, distribution free zones may be established by respective unit directors or the physical plant manager. The zones shall be reasonable.
2. No person who distributes handouts on campus shall:
 - a. coerce others to accept handout
 - b. interfere with or impede the normal flow of traffic on campus
 - c. create a safety hazard or contribute to campus litter
 - d. interfere with or disrupt any other lawful activity of any other person.

Distribution from Bins or Racks

1. Publications that are not for sale may be distributed in provided racks approved by Plant Services and located in designated areas on campus. These publications include:
 - a. publications published by or for the University or its programs
 - b. publications by a registered student organization, including the *University Register*
 - c. other publications may be distributed in the Student Center, at the discretion of the Information Center, based on space available and campus interest.

(over)

Distribution by Indoor Posting

1. In academic or nonacademic buildings, publications may be posted on bulletin boards and posting strips expressly provided for public use.
2. Postings must be placed in open space on designated boards or strips. It is not appropriate to post over other materials.
3. The distributor of publications that are posted will be responsible for the timely removal of publications that are outdated. Failure to remove the material will result in the removal by the appropriate building manager.
4. In the Student Center all materials must be date stamped by the Information Center and posting is limited to two weeks or the day following the event. In residence halls, all materials must be date stamped through the Office of Residential Life and posting length is limited.

Distribution by Campus Mail and Student Post Office Boxes

1. Campus mail delivery services and student post office boxes can not be used for any material other than official U. S. Post Office business, official University, faculty, staff or registered student organization business.
2. External materials must have a USPS postal stamp to be delivered to student mail boxes.

Distribution of News and or Events

1. The campus Web site is the official distribution point of University information and University-related campus news, events and activities. See the campus Webmaster for guidelines and regulations for publications on the campus Web and e-mail systems.
2. The campus newspaper is also a source of campus information distribution. Please contact the *University Register* for information on using this medium.

Distribution by Outdoor Posting

1. Posting outdoors is limited to kiosks and other areas designated for posting. Posters, flyers or other printed material may not be attached to public buildings.
2. Written, University-related sidewalk chalking is permitted as long as faculty, staff, a registered student, or registered student organization or official University office is responsible for the content and removal of the chalking.
3. Posters, flyers and signs for outdoor posting will be no larger than 14 inches by 22 inches. Banners require special permission by the director of Student Activities or their designee for the Student Center, or the appropriate vice chancellor or associate vice chancellor for other campus buildings and the campus grounds.
4. Posters, flyers and signs must be installed in such a manner that makes them easy to remove and will not cause damage to the surfaces to which they are attached. Damaged caused by improper posting may be billed to the party who is responsible for the posting.

Exceptions may be made to these policies by the director of Student Activities or their designee for the Student Center, or the appropriate vice chancellor or associate vice chancellor for other campus buildings and the campus grounds.