

Barnard College Posting Policy

Posting Policy

At Barnard College, our physical campus environment is an important part of our community. The purpose of this Posting Policy is to support a beautiful and inclusive environment and to avoid damage to our facilities.

Postings not in compliance with this policy or for events whose date has passed may be removed without notice. We engage in a collective responsibility for our community, and everyone's assistance is necessary to maintain a respectful and vibrant campus. Regulations related to posting are detailed below. Violation of this policy may result in disciplinary action. Barnard College and Columbia University students/organizations, academic and administrative departments are permitted to post on campus following these guidelines. Any posting from non-affiliates will be removed. Please note that some spaces are designated for specific communities or departments.

All postings (fliers, chalkings, and banners) must comply with Barnard College Community Standards Statement and Barnard's Non-Discrimination Policy.

Community Standards Statement - Approved by Barnard Students in 2009

As members of the Barnard College community, it is our goal to uphold the past, present, and future integrity of the Institution and the community by adhering to the highest standards of honesty and respect. We show our dedication to Barnard by respecting the shared experiences and varied needs of our community members. Recognizing the value of every individual, we commit ourselves to protecting the well-being of our community, its members, and its resources. We observe the standards and expectations of our community both within and beyond the gates. We pledge to do all that is in our power to follow these principles to create a spirit of integrity, respect, and responsibility that allows us to honor ourselves, one another and the Barnard College community.

Non-Discrimination Policy Statement (full policy available online at <https://barnard.edu/title-ix-equity>)

Barnard College is guided by the precept that in no aspect of its employment practices or educational programs should there be disparate treatment of persons because of improper considerations of race, color, religion, creed, national or ethnic origin, sex, sexual orientation, age or disability. In addition, Barnard College does not discriminate on the basis of alienage or citizenship status, gender (including gender identity), marital status or partnership status, military status, predisposing genetic characteristics or domestic violence victim status in its employment practices.

Profanity, vulgarity, or other offensive language not conducive to the educational environment may not be included on postings. Postings that have inappropriate and/or derogatory information targeted to one specific member, or group of members, of the Barnard community will not be tolerated. The provided approved posting areas are

intended for sharing information to benefit the campus community as a whole. Any personal messages or postings that violate Barnard's Community Standards or Non-Discrimination Policy may be removed at the discretion of the professional staff. Effort would be made to discuss such decision with the responsible party/organization, if identifying information is included on the posting.

This policy is meant to guide individuals, groups, clubs and organizations as well as academic and administrative departments in appropriate use of designated bulletin boards. Students and student organizations will be subject to student conduct action for violation of any aspect of this policy. Possible sanctions include, but are not limited to: verbal or written warning, campus posting restriction for a specified period of time, educational project or assignment, and loss of campus posting privileges. A charge may be assessed if improper posting results in damage to property or requires extensive clean up. Academic or administrative offices with material posted in violation of this policy will be notified for appropriate action.

Complaints will be reported to the sponsoring student club or organization, and may also be referred to the appropriate governing board, advisor, or administrative office. Complaints regarding content that is believed to violate Barnard's Community Standards Statement or the Non-Discrimination Policy may also be referred to the Executive Director for Equity as appropriate. We will contact the student club directly and appropriate action will be taken in consultation with the sponsoring organization and relevant parties.

POSTING LOCATIONS

FLIERS AND POSTERS

Fliers and posters may be posted only on designated bulletin boards using push pins or painter's tape and shall not be larger than 11"x17". Designated bulletin boards will include a Barnard sign indicating the space as designated posting area. Posting in bathroom stalls, elevators, doors, door frames, hallways, and stairwells is prohibited.

Posting on bulletin boards that are designated for specific offices, departments, or organizations is prohibited, unless prior authorization is received from the party responsible for the board (i.e. a Department Chair or SGA VP of Communications).

Pushpins or tacks should be used for posting on designated bulletin boards. Blue painter's tape is the only type of tape and/or adhesive that may be used. NEVER use stickers, scotch tape, duct tape, packing tape, masking tape, glue or "fun tack" type materials. Improperly posted items may be removed without notice.

Please share bulletin board space and be respectful of other events and advertisements. We recommend posting no more than three fliers for an event on each bulletin board. Fliers posted in approved locations may be removed or covered by other postings after the event has passed, or the information is no longer relevant. The College reserves the right to remove any fliers whose program date has passed. Be sure your promotion includes the date/time/location, as applicable!

Designated Flier Locations

Postings not in compliance with this Barnard Posting Policy or for events whose date has passed may be removed without notice. Your assistance and that of your department or student club/organization is greatly appreciated.

- Milbank Hall - Across from 105 Milbank, next to exterior doors
- Altschul Hall
- Tunnel hallway near mailboxes
- Basement level across from elevators
- Altschul Atrium
- Diana Center
- Hall leading from Altschul tunnel to Diana Center
- 3rd Floor of Diana Center, across from elevators/by stairwell
- Lehman Hall
- Tunnels – north wall between Lehman and Altschul and east wall across from lockers, between Lehman and Barnard
- Barnard Hall
- North foyer (doors near BCRW/Barnard Hall exit)
- Tunnel hallway
- Sulzberger Tower
- Exterior - across from entrance and to the North of the entrance
- Hewitt Hall – leading into Hewitt Dining

CHALKING

With permission of Barnard Student Life, chalking is permitted to publicize events at Barnard by a recognized student club or organization. Student clubs recognized by Barnard and Columbia governing boards, Barnard Student Government Association (including committees

and Class Council), The McIntosh Activities Council [McAC], The Governing Board at Barnard The Honor Board, and Constellations may chalk on Barnard's campus.

Chalking can occur only on sidewalks along Lehman walk and in front of the Diana Center and Altschul Hall or on sidewalk/slate in the uncovered portion of the Quad. Chalking is not permitted on the outside surface of any building, any vertical surfaces (including on stairs), or on any sidewalks underneath an overhang. All individuals must seek and obtain written approval from the Student Life Office at least one week prior to chalking.

Procedures:

- Student Groups must receive advisor approval at least one week prior to chalking
- Chalking may be used to advertise events happening at Barnard
- Email your advisor with the following information:
 - Name of group & contact info
 - Event Details: Name, Date, Time, Location
 - Planned Location and Dates of chalking (maximum three days)

STUDENT CLUB BANNERS

With permission and assistance of Barnard Student Life, student clubs and organizations may publicize events at Barnard and Columbia by hanging a paper banner in the Diana Center 2nd floor lobby. Student clubs recognized by Barnard and Columbia governing boards, Barnard Student Government Association (including committees and Class Council), The McIntosh Activities Council [McAC], The Governing Board at Barnard, The Honor Board, and Constellations may post a paper banner in the Diana Center 2nd floor lobby. There are 11 banner spaces available for student clubs, and SGA, McAC, GBB and Honor Board have designated banner space.

We will also reserve one banner spot for student-only programs sponsored by Barnard administrative offices (e.g., Student Life, Well Woman, Career Development, Residential Life) and one for academic departments.

Events occurring on the Barnard or Columbia campus and events occurring off campus that are open to Barnard students and sponsored by a student club or organization may be publicized via student banner. All events must be open to Barnard students. Banners must include: event title, date, time, location, sponsoring organization, and contact information (email, Twitter handle, and/or facebook).

Please note that we may need to temporarily remove banners, without notice, during some scheduled events occurring in the Diana Center. In such cases, they will be reposted following the close of the event.

The front of the banner must include the name of the event, date, location, sponsoring student club(s), and contact information (email, Twitter handle, facebook page).

The back of the banner must include the name of the organization, banner coordinator contact information, club advisor, and affiliated governing board.

What can be posted?

- Events occurring on the Barnard or Columbia campus.
- Events occurring off campus that are open to Barnard students and sponsored by a student club or organizations.
- All events must be open to Barnard students.

Reservation and Submission Procedures

- Given limited space and safety measures, reservations are managed by Barnard Student Life.
- Only properly reserved banners reviewed by Student Life will be hung - all other banners will be removed.
- Each student club or organization may only reserve one space each week and can reserve banner space up to four times each semester (non-consecutive weeks).
- Banners will be hung by Student Life staff by 10 am on Monday and will be removed by 10 am the following Monday.

Reservations must be made in the Student Life office (Diana Center 301)

- Sign up and pick up supplies: in person only.
- Spaces are limited and are assigned on a first come, first served basis.
- Reservations may be made in advance within the semester.
- Student clubs must use the poster board supplied by Student Life -- no posters of difference sizes or materials will be accepted.
- Student clubs may borrow markers from Student Life or use their own.
- Student clubs may pick up poster board at any time.
- Bring banner to Student Life by Thursday at 10 am for review. You will be notified by 3 pm if your banner will be posted on Monday or if changes are necessary.
- If changes are needed, final banner must be submitted by Friday at noon.
- All banners must be reviewed by a Student Life advisor to ensure that all necessary event and contact information is included.

DIGITAL SIGNS

Student clubs who reserve a student banner space may also have the option of posting on the digital signs around campus. Information regarding digital signs will be provided at the time of student banner reservations.

BARNARD HALL

The banners on Barnard Hall will be used for Barnard College institutional initiatives.

RESIDENCE HALLS

In the Residence Halls, groups may leave flyers and posters at the Office of Residential Life & Housing (110 Sulzberger) – in this case they will be given to RAs to advertise within 48-72 hours of receipt. Materials provided within 3 days of an event date may not get posted. To include one poster for each residence hall floor, you will need to provide 100 copies of your flier. There is no solicitation or putting fliers under doors in Residence Halls.

Only Barnard students may post approved material at these residential locations. A BCID is required to enter these areas of a residential building. All other bulletin boards within residence halls are for use by Residential Life & Housing.

Residence hall bulletin board locations:

Brooks and Reid Halls

- Left of Lewis Parlor, first floor
- Outside at the top of the Reid Gate steps

Last Revised: March 2015