



SUBJECT: Use of College Bulletin Boards, Directories, and Information Dispensing Equipment

1. PURPOSE

To establish procedures and guidelines related to the use of College Bulletin Boards, Directories and Information Dispensing Equipment.

2. SCOPE AND APPLICABILITY

This policy applies to all employees, organizations, and the general public.

3. DEFINITIONS

4. POLICY

Southern WV Community & Technical College maintains bulletin boards, directories, and other media dispensing equipment including , but not limited to, television production equipment for the purposes of carrying out the mission of the college. Employees, students, and the general public may be permitted to display certain announcements or information deemed appropriate by the College, which does not conflict with the institutional mission, nor violate local, state, or federal law.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

- A.** Materials affixed to the College property in other than designated areas may be removed at any time.
- B.** No organization, internal or external, or individual has an inherent right to display material on, or use the aforementioned equipment.
- C.** Any organization or individual who wishes to display information at Southern may make a request to the Vice President of Finance or his/her designee. An adverse decision by the VP of Finance or his/her designee may be appealed to the Public Relations Committee.
- D.** Public Relations Committee shall obtain advice / guidance of the appropriate administrative unit, and legal counsel, and make a recommendation regarding the appeal to the President.
- E.** The President shall make the final decision in the matter which is final.



7. RESPONSIBILITIES AND PROCEDURES

1. The VP of Finance is responsible for the physical property of the college; However, he/she may delegate responsibility for maintenance of directories, bulletin boards, and other informational dispensing equipment to area heads or other personnel so specified.
2. It is the duty of the VP of Finance or designee(s) to maintain such services in harmony with the mission and philosophy of the College.
3. Therefore, judgements must be made as to the type of information permitted to be displayed on College equipment and the length of time such may be displayed.
4. The VP of Finance shall promulgate procedures for implementing this policy.

8. CANCELLATION

None. Policy in MAP format 7/27/00.

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Dates: