
TITLE: DISTRIBUTION, POSTING, AND DISPLAY OF MATERIALS
NUMBER: 1085
AUTHORIZED BY PRESIDENT: 5/7/01

Whatcom Community College is committed to maintaining an environment in which every member of the College feels welcome to participate in the life of the College, free from harassment and discrimination.

The College has a desire to assist students, staff, faculty, and community members in the orderly publicizing of events, programs and dissemination of literature that may be of interest to the academic community and consistent with the mission of Whatcom Community College. In an effort to facilitate that goal, the College has established the following procedures.

- A. These procedures apply to materials posted, displayed, or distributed on campus grounds or within buildings under the jurisdiction and control of Whatcom Community College, District 21.
- B. The administrative offices of Student Programs shall have the responsibility for ensuring that materials are not displayed, posted, and/or distributed on the Whatcom Community College campus until the distributor, displayer, and/or person posting the materials has complied with the applicable procedures.
- C. All requests for posting, display, or distribution of materials, must first be reviewed by the Office of Student Programs.
- D. These procedures pertain to four categories of materials:
 - 1. Materials posted upon (attached to) surfaces (e.g. bulletin boards, sandwich boards, kiosks, etc.);
 - 2. Materials displayed upon surfaces of objects (tables, automobiles, counter tops, etc.);
 - 3. Materials distributed to persons (passersby or persons in a room or campus area).
 - 4. Materials distributed by way of the college's campus mail system.
- E. Posting of materials. Persons wishing to post materials must comply with the following rules and procedures. Materials must:
 - 1. Be identified as to the individual or organization requesting the posting;
 - 2. Bear the Student Programs "Authorized" stamp, or the "Authorized" stamp of the respective department (for departmental area posting areas only);
 - 3. Be dated to indicate the length of posting time.

The College reserves the right to impose limits regarding size, quantity and duration of display.

Materials which, in the judgement of the Office of Student Programs are too large, too great in quantity, or are excessively sloppy in appearance may not be distributed, posted or displayed.

In adherence with the WCC Affirmation of Inclusion, materials that harass or discriminate against people from different races, ethnicities, national origins, religions, ages, sexual orientations, marital status, veteran status, abilities and disabilities will not be approved for posting.

Bulletin Boards are provided to accommodate all campus related and community publicity needs. Each bulletin board or posting area has been assigned a specific use and is labeled as such.

Materials found posted in unauthorized places or areas will be removed.

Unless designated a posting area, all areas on the Whatcom Community College campus are to be considered non-posting areas. Non-posting areas include, but are not limited to: painted walls, columns, stairway steps, exterior glass and building entrance/exit doors.

Individuals or organizations requesting to post information must make arrangements with the Office of Student Programs if the material does not apply to one of the established posting areas.

F. Display of materials. Organizations or individuals wishing to display materials must:

1. Receive authorization from the Office of Student Programs.
2. Be assigned an area that will not materially or substantially disrupt the operation of the College.

Materials may not be displayed in a manner which may pose a hazard to the safety of the campus population.

The agency, organization, or individual sponsoring the display of materials will be held responsible for the removal of and any necessary clean up resulting from those materials. The agency, organization, or individual is also responsible financially for any facility damage resulting from the improper or careless display or distribution of materials.

G. Distribution of materials. Organizations or students wishing to distribute materials, either in person or through the campus mail system, must:

1. Receive prior authorization from the Office of Student Programs. Distribution by student programs or student organizations, must have approval from program advisor.
2. Agree to distribute only at or within a designated place or area.
3. Acknowledge responsibility for removal and/or clean up of materials within the area of distribution.
4. Agree to conduct themselves in a manner so as not to harass or infringe upon the rights of other individuals.
5. Mail room distribution of material is limited to material distributed by the college, and will be provided based on the availability of mail room personnel.

The views and opinions expressed therein of any distribution, posting, or display of materials, subject to the procedures set forth above, shall not be construed as endorsement either implicit or explicit, by the College, its students, staff, faculty, administration, or its Board of Trustees.

Any questions about the decisions or procedures shall be addressed to the Director of Student Programs/Student Programs Advisor.