

Student Development & International Programs  
Matador Involvement Center  
**Policy on Distribution of Literature**

Non-Commercial Literature: Students, student organizations, employees of the University, and persons not associated with the University may distribute non-commercial literature on campus in compliance with campus regulations. Non-commercial is defined as any “written or printed matter devoted to the expression of views, opinions, beliefs or contentions relating to, or the notices or announcements or meetings to be held for the discussion of religious, political, or sociological subjects, or public or private civic affairs, or other controversies, or which treat any social or economic order or which relate to the arts or sciences or which otherwise are not distributed for the purpose of soliciting business...” (Section 42352, Title V, Chapter 5 Education Code).

Commercial Literature: Only currently enrolled students sponsored by a University Recognized and Associated Students chartered student club or organization and presently employed faculty and staff sponsored by an organization of University employees at CSUN may distribute commercial literature on campus as part of the activity of that group or organization. Commercial literature is defined (Section 42352, Title V, Chapter 5 California Administration Code) as “any commercial advertising, handbilling or circulars... distributed for the purpose of advertising any merchandise, commodity, property, business, service, art, or skill, offered, sold or rendered for hire, reward, price, or profit...”. All commercial literature must be distributed free of charge. Any students desiring a copy of commercial literature must be given the material without obligation, e.g. an address or membership card.

Procedures: Persons interested in distributing literature must complete the “**Application for Permit to Distribute Literature**” in the Matador Involvement Center, stating their awareness of campus policies regarding all facets of distributing literature on campus and their subsequent responsibility in fulfilling these obligations.

Sample copies of the literature to be distributed must be submitted to the Matador Involvement Center, inside the University Student Union, Room 121, and be stamped “**Received for Distribution.**” This regulation is to protect the organization in the event that an individual should be questioned regarding the distribution of the material.

One copy of any material to be distributed will be retained in the Matador Involvement Center for information purposes only. One stamped copy must be processed by each distributor and produced on request. This copy will serve as a permit for distribution.

**It is expected that the organization and individuals disseminating material will take all possible precautions to preserve the beauty and order of the campus, including picking up from University grounds any materials handed out by the organization. Materials may be distributed at any time on campus. Material stamped “Received for Distribution” may not be posted on campus bulletin boards. No material may be affixed to walls, light posts, or otherwise displayed, or put on cars in the parking lots.**

Locations: Literature may be distributed in all outside areas on campus and is prohibited in buildings. The distribution of literature, the setting up of tables or similar furniture may not limit traffic flow, interfere with classes in session or students studying in the library. “It must be carried out without shouting, voice amplification or other noise louder normal conversation and without deliberate provocation, harassment, or disturbance of the peace” (President’s Directive, March 1969).