

Posting Policy
Last Revised: December 2013

WITHIN THE RESIDENCE HALLS

1. As a part of the Posting Policy Awareness Plenary Resolution (Fall 2012), the “residence halls” section of the complete Posting Policy should be posted on boards as a helpful reminder of the following guidelines.
2. All bulletin boards will be labeled as “Free Space”, “HA Board”, or “SGA Board” by the Dorm Leadership Team during DLT Training Week.
3. Posts related to inter/intra-campus events, clubs, etc. can be posted on bulletin boards labeled as “Free Space”. SGA related material (eg. Mawrk Notes, Plenary Advertisements, etc.) can be posted on bulletin boards labeled as “SGA Boards”. Posts related to the specific Hall or posted by the Hall Advisor can be posted on bulletin boards labeled “HA Board”.
4. Students may post in bathroom stalls in dorms only if the tape used will not affect the door’s surface. Posting in bathrooms should be done sparingly. Please, only News Letter style postings and no more than 4 posts in each stall at a time.
5. All posts must be dated (either the date it will be posted or the date of the event advertised) by the individual prior to posting
6. All posts must include a contact email address or phone number.
7. Dorm Presidents are in charge of removing outdated posts posted on the free space boards and the SGA boards.
8. Hall Advisors are in charge of removing outdated posts posted on the Hall Advisor Boards and in the hall bathrooms.
9. Size of posted literature will be restricted as follows:
 - Items announcing specific events, parties, lectures may not exceed 24" X 36".
 - Items announcing regular scheduled meetings or events may not exceed 11" X 17".
 - Items of general information (for example, books for sale, apartments to rent, etc) may not exceed 8 1/2" X 11".
 - Posters or banners exceeding 24" X 36" may be hung in two places on campus: over the McBride Gateway (Pem Arch) and over the mezzanine of the Campus Center with permission from Conferences and Events
10. Students posting any sort of material must follow the Bryn Mawr Honor Code and practice Self Governance while doing so.
11. Consistent infractions of Posting Policy within dorm spaces will be addresses by the Dorm Presidents.

ACADEMIC/ADMINISTRATIVE SPACES

All buildings/spaces that are not residence halls or those spaces within a residence hall whose primary function is unrelated to student housing will be included in the policy for academic/administrative buildings.

All restricted bulletin boards will be labeled to identify the information that may be posted on that board. Each building will include at least one bulletin board for general information.

1. All items on general bulletin boards must be dated.
2. Items on department labeled bulletin boards are the responsibility of the department. Items posted on department bulletin boards unrelated to the department may be removed.
3. Items may be posted only on bulletin boards. Materials fastened to any other surface will be removed. The only exception is banners hung over the McBride Gateway. Persons and groups in violation of this may be assessed all or part of the costs of removal and repair of damage.
4. Only one flyer per event per general bulletin board will be allowed. Cork strips in contiguous areas constitute one bulletin board.
5. Size of posted literature will be restricted as follows:
 - Items announcing specific events, parties, lectures may not exceed 24" X 36".
 - Items announcing regular scheduled meetings or events may not exceed 11" X 17".
 - Items of general information (for example, books for sale, apartments to rent, etc) may not exceed 8 1/2" X 11".
 - Posters or banners exceeding 24" X 36" may be hung in one place on campus: over McBride Gateway.
6. The length of time an item may stay posted is as follows:
 - Items announcing specific events will be removed after the event is over.
 - Items announcing regularly scheduled meetings or events will be removed after 14 days, unless information is updated.
 - Items of general information will be removed after 14 days.
 - Posters or banners on the McBride Gateway will be removed after seven days.

THE OUTSIDE GROUNDS

The outside grounds include lamp posts, street signs, sidewalks, exterior walls and doors, utility poles, trees and other immobile objects considered part of the property.

1. Items may not be posted (tacked, tied, taped, stapled) on any outside areas except on bulletin boards provided expressly for this purpose. All outdoor bulletin boards will be labeled for general notices. Persons and groups in violation of this may be assessed all or part of the costs of removal and repair of damage. Students may get special permission to post outdoors through Conferences and Events.
2. The size of any notice posted outside may not exceed 11" X 17".
3. Items announcing specific events will be removed after the event. Items of general information will be removed after 14 days.

4. Chalking is permitted on horizontal surfaces only, where rainwater can potentially wash away the chalk after an event; no chalking under Pembroke Arch or Rockefeller Arch, for example. No chalking on vertical spaces (eg. Erdman walls).
5. As much as possible, all expired or improperly posted items will be recycled. Persons wishing to reclaim a posted notice must do so immediately after the expiration date of the notice. The College assumes no responsibility for retaining posted information.
6. Students posting any sort of material must follow the Bryn Mawr Honor Code and practice Self Governance while doing so.

GENERAL/MISCELLANEOUS

It is recommended that advertisements for events include the following statement:

Please contact Access Services at extension 7351 if accommodations are needed.