1000. Management of temporary notices & signs

Introduction

Temporary notices or signs are intended to advertise any University event which may be religious, educational, cultural, political, social or recreational, but not for commercial purposes, other than those specifically approved by the University, such as Directorate of Commercial Services event signage.

The purpose of any temporary notice or sign is to convey i is appropriate in an accurate and timely fashion.

Estates Guidance for management of temporary notices a allow freedom of expression and the free flow of information, wh suring that information posted on the campuses is respectful of a not defamatory or derogatory, and is consistent with the U ty's Regulations and Campus Rules.

In addi e policy aims:

i. to orderly management of advertising and promotio with the objective of minimising littering of the c us.

ii. to ensure the f of a

Unauthorised notices or signs

Material posted in unauthorised areas, without appropriate written permission, or attached inappropriately will be removed by University staff or contractors.

Posters and banners that are offensive, vilifying, or otherwise disrespectful of individuals, or groups, are defamatory, derogatory or otherwise illegal, or which breach the values or provisions within the University's Equality and Diversity Policy will be immediately removed and destroyed.

Place	Comment
Trees and other natural objects	Attaching and removing posters, and residues (from the glues and tape etc used), or nails, pins, staples etc damages the outer surface of the tree and can contribute to the death of the tree through stress.
Exterior Walls of Buildings	The residues (from the glues and tape etc used) and the rusting material (from the nails, pins, staples etc) damages the fabric of the building.
All other areas e.g. paths, bridges, lamp posts.	The residues (from the glues and tape etc used) and the rusting material (from the nails, pins, staples etc) damages the surface finish, or fabric of the structure.

Banners

Banners may only be used for the short term advertisement of University related functions. Banners advertising external commercial activities are not permitted on the University campus, or other university property. Specific advice on installing banners should be sought from the University Grounds Manager or Estates Building Manager, if the intended banner is to be attached to a building or other physical structure. Locations where banners can be erected must address a number of issues: high public visibility, safety of those erecting the banners and possible damage to buildings.

Prohibition

Banners are not to be attached to either of the bridges across University Road due to the potential road traffic hazard during installation and their subsequent distraction of drivers and cyclists.

Banners placed in areas where provision has not been made, or attached inappropriately will be removed by University staff or contractors.

Leaflets

The University discourages the distribution of leaflets on campus, as these are usually discarded, creating a litter and environmental problem, particularly in the lakes. Placing leaflets under windscreen wipers, or otherwise attaching leaflets to vehicles is prohibited. Anyone involved in such activity who is not a member of the University will be asked to leave the campus in accordance with the Campus Rules.

Any leaflets must contain the name of the society, or individual responsible for publication of the material.

Management of Notices

For guidance only one poster per event per notice board is permitted. The maximum size should not normally exceed A3. No poster should be placed on top of another active poster.

Manager will determine any rechargeable costs of repair of the damage caused.

Indoor and outdoor areas will be checked periodically by Directorate of Estates and Campus Services staff and members of YUSU staff, who will remove overdue material, or notices they deem non-compliant with this guidance.

Official notice boards, including those within Departments and business units, are available solely for the posting of authorised posters and notices.

The display of posters within the Student Union, or University Commercial Services areas may be in conflict with the business, or other objectives of the specific area. Approval of the local commercial manager should be sought before posting any notices in Directorate of Commercial Services, or YUSU areas.

From time to time departments or staff of the University may have to place ad-hoc notices on or adjacent to their office doors. The use of such a facility should be limited and such notices must be affixed with material which will not damage the fabric of the building.

The University has electronic display screens in key public areas in most buildings on campus. Guidelines on access to electronic display screens are available from Information Office.

Posting Notices & Posters

Inside buildings

Paper posters must be fixed using only ñBlu tackò, or directly comparable putty-like pressure sensitive temporary adhesive.

Permission should be sought from the Zone Facilities Manager [ZFM], Departmental, or College Administrator to the posting of any notice within a building. The ZFM will advise on a period of time for display. The advertiser will be responsible for the placing and removal of the poster.

Outside buildings

Permission should be sought from the Estates Ground Manager, who will advise as to the most appropriate method of erecting posters and a period of time for display will be agreed. External Posters will generally be attached to authorised notice boards. The advertiser will be responsible for the erection and removal of the poster.

Student Elections

During student elections a far more tolerant approach is adopted towards publicity material.

It must be fixed using only ñBlu tackò, or directly comparable putty-like pressure sensitive temporary adhesive.

Permission is allowed for publicity to be displayed in toilet areas for the final week of campaigning only.

Access to accommodation blocks is only permitted following authorisation from the College Dean.

Candidates are responsible for removing their promotional material within 3 days of completion of election results, regardless of who posted the sign.

Candidates a st

1. Be placed over the glass on fire doors.
2. Cover or obscure

restricted to horizontal surfaces. The society using this method of advertising is responsible to YUSU for any costs incurred in removing chalk from surfaces after events have taken place, YUSU will be liable for any costs incurred in the removal of chalk, or any other material used for advertising student societies, or during elections, or other activities.

The cost of removal of any materials posted in contravention of this policy, or of repair for damage caused will be billed to the responsible organisation, or individual.

Further Information

Information regarding the use and removal of posters can be obtained from Campus Services Zone Managers, Estates Grounds Manager, or University of York Student Union Officers

Complaints by students, staff, departments and organisations within the University in relation to alleged breaches of these guidelines should be made in the first instance to YUSU officers, or staff, or the Estates Helpdesk, who will notify the sponsor of the poster. The elapsed time before further action is taken will depend on the nature of the contravention to the Guidance. Reasonable time will normally be allowed for individuals or societies to remedy issues, unless the nature of the advertised material or the interests of the university demand an urgent response.

Revisions

Issue	Date	Revision	By

Fig 1. Heslington East Poster Column Locations