

ON CAMPUS ADVERTISING

Effective Date: September 1, 2013

Responsibility: Vice President Student Services

Amends Policy dated: September 1, 1989
Replaces Bulletin Boards Policy

Policy Number:

Scope: All Students, Faculty and Staff

All materials posted on campus must be consistent with the values and objectives of the University. All non-departmental items (which includes but not limited to: off-campus advertising, Burman club events, events not in the current *Calendar of Events* etc) must come through Student Services for approval and date-stamped before placed on any bulletin board on campus. Faculty/staff have the right to remove items from the bulletin board in their building if the bulletin board is becoming too cluttered or outdated items are left. Due to limited bulletin board space a poster size restriction of 8 ½ x 11 is necessary.

Info-screen advertising is also available on request when a jpg file is emailed to Student Services. Once they are approved they will be placed on appropriate screens around campus.

Advertising via email is monitored before it is sent out to campus. If you are selling an item, itemforsale@burmanu.ca is the address to send it to; otherwise it will not be distributed.

Other forms of advertising need to be approved through Student Services as well. These include, but not limited to, mailbox mail, bulletin announcements/inserts, or newsletter announcements.

The use of computers for commercial use and advertising on the Burman network is defined under the Computer Use Policies found on the Burman website.