

## **Guidelines for Posting Announcements and Materials**

1. Anyone wishing to post material should first obtain approval from the Vice President of Student Services or the Vice President's designee.
2. Items posted without authorization are subject to removal.
3. Individuals who post announcements are responsible for removing outdated material in a timely manner.
4. Materials may be posted only on bulletin boards and on glass surfaces. **NOTHING IS TO BE TAPED TO PAINTED SURFACES OF ANY KIND.**
5. Materials are not to be posted at the main entrance of any campus buildings, including the Sullins Administration Building, Adams/Vines Library, Statehouse Hall or the Briggs/Sebaugh Wellness Center. Materials may be posted at other entrances to the buildings.