



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.03, Posting of Notices on TTUHSC Property

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a standard for the location of approved printed matter posted in or on TTUHSC facilities. While this policy/procedure is not intended to establish the type of material that may or may not be posted, TTUHSC does reserve the right to determine the appropriateness of materials and approve or deny posting privileges based thereon. In addition, this HSC OP establishes a prior-to-posting approval procedure for all printed materials, and is also intended to preserve the public appearance and architectural finishes in all TTUHSC facilities and preserve state property.

REVIEW: This HSC OP will be reviewed on September 1 of each even numbered year (ENY) by the Associate Provost for Student Affairs, the Campus Business Operations Officers (CBOO's) at the regional campuses, Managing Director of Facilities Operations and the Chief of Texas Tech Police, with recommendations for revision forwarded to the Vice President for Facilities and Safety Services (VPFSS).

POLICY/PROCEDURE:

1. The posting of any type of printed material in the form of institutional communications, departmental notices, correspondence, posters, signs, banners, announcements, cards, advertisements, etc., shall be on approved announcement bulletin boards only. The posting of such material on walls, doors, glass, elevators, tile or other surfaces not specifically designed or designated for this purpose is prohibited. Posting of material on facility exterior surfaces or grounds is also prohibited. The placement of special occasion banners or other material in or on the facility shall be permitted for a very limited time and only with the approval of:

<i>In Amarillo:</i>	CBOO	Monday thru Friday	8:00 am - 5:00 pm
<i>In Lubbock:</i>	AP Student Affairs	Monday thru Friday	8:30 am - 4:00 pm
<i>In Permian Basin:</i>	CBOO	Monday thru Friday	8:00 am - 5:00 pm
<i>In Abilene:</i>	CBOO	Monday thru Friday	8:00 am - 5:00 pm
<i>In Dallas</i>	CBOO	Monday thru Friday	8:00 am - 5:00 pm

2.
 - a. Private use of TTUHSC facilities, equipment, supplies and services is prohibited (see HSC OP 61.01). It is the intent of the Texas Constitution and the Board of Regents that University facilities, equipment, supplies and services are to be used only for duly authorized University purposes.
 - b. Political activities: Materials or postings for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure are prohibited (see HSC OP 52.06).
 - c. Communications, departmental notices, correspondence, posters, signs, banners, announcements, cards, advertisements, etc. must be reviewed and approved for posting before being placed on the announcement bulletin boards. Each piece of printed matter to be displayed must be affixed with a stamped impression in the lower right corner, indicating compliance, and the date that the printed matter is to be removed. The posting of these items in or on the facility shall be permitted only with the approval of:

<i>In Amarillo:</i>	CBOO	Monday thru Friday	8:00 am - 5:00 pm
<i>In Lubbock:</i>	AP Student Affairs	Monday thru Friday	8:30 am - 4:00 pm
<i>In Permian Basin:</i>	CBOO	Monday thru Friday	8:00 am - 5:00 pm
<i>In Abilene:</i>	CBOO	Monday thru Friday	8:00 am - 5:00 pm

3. The approved printed material may be displayed on the announcement bulletin boards for a period from 10 up to 60 business days. At the end of the approved time period, the printed material shall be removed by the organization or department that posted the printed material. Failing removal by the posting party, the HSC Office of Student Services, or the office designated by the CBOO at the regional campuses, shall remove expired materials.
4. Employees or individuals providing beneficial/support services who wish to sell personal items or provide support services may post advertisements on the announcement bulletin boards. Such ads must meet the stipulations set forth in Sections 1 and 2. Personal advertisements are limited to ten (10) flyers for any given item.
5. Unauthorized materials posted in or on the building in locations other than the designated areas, or material posted improperly, will be removed and discarded as directed by the approving authority, including but not limited to, Custodial Services, Facilities Operations, or in their absence, the Texas Tech Police.
6. Thumb tacks or plastic push pins will be used for the posting of material on soft surface bulletin boards, which are those that have cork or other soft material surfaces. Nails, screws, straight pins, staples, transparent tape or adhesives will not be used on surface boards. No materials will be posted on walls, windows or elevators.
7. Where a need is identified for additional public area bulletin board space, a written request should be forwarded for review and approval to include compliance with materials, finishes and attachment method to:

<i>In Amarillo:</i>	CBOO
<i>In Lubbock:</i>	AP Student Affairs
<i>In Permian Basin:</i>	CBOO
<i>In Abilene:</i>	CBOO
<i>In Dallas</i>	CBOO

8. Bulletin boards meeting construction standards selected and approved for installation by the Office of the VPFSS which are located internally within a department but not in corridors accessible to the general public are not controlled by this policy. Departments should establish guidelines generally consistent with this policy for their usage.
9. This HSC OP is not intended to inhibit the reasonable personalization of interior, non-public departmental spaces and offices. Personalization materials should be appropriately framed and installed by Facilities Operations using approved hangers or fasteners. Personalization and departmental interior materials should be supportive of the mission of TTUHSC and/or of a personal nature not considered offensive, controversial or inflammatory to a reasonable and prudent person. Materials attached with adhesive hangers or unapproved hangers will be removed and repairs made at the departmental expense.