



NEW YORK MEDICAL COLLEGE

A MEMBER OF Touro University

POLICY ON POSTING MATERIALS

Dated: November 4, 2023

Supersedes: *Policy on Posting Materials* dated July 20, 2015

Last Review: November 4, 2023

I. PURPOSE

The purpose of this policy is to facilitate the equitable, responsible, and orderly posting of information on New York Medical College's ("NYMC" or the "College") property, to promote civility, reduce clutter, present a neat appearance, and protect surfaces of College property from damage.

II. SCOPE

This policy applies to anyone seeking to post informational materials on College property.

III. POLICY

The College is committed to promoting communications among and between the various members of the College community in a manner that not only promotes activities occurring on the College campus, but also provides a safe environment for such expression, preserves order within the College community and protects and preserves College property.

Absent prior written permission from the Office of Public Relations, only employees and students may post information on campus and may do so only on NYMC-maintained bulletin boards or other surfaces specifically designated for such postings.

All postings must conform to the College's Codes of Conduct and may not contain information/images that qualify as unlawful harassment or discrimination, be misleading, or include false or slanderous information. Postings may not promote the excessive use of alcohol, the use of illegal drugs or incitement/engagement in other illegal activities.

Postings may not promote or condone behavior that violates College policies/standards or local, state or federal laws; including any expressions that may be deemed to be malicious, hostile, slanderous, racist, sexist, inflammatory, obscene, political or otherwise offensive.

IV. DEFINITIONS

- A. *Posting* – any information displayed on a College-owned/leased surface, whether tangibly printed or electronically projected.
- B. *Commercial Posting* – Postings that are economic in nature and usually have the intent of convincing a person or group to partake in a particular economic action such as purchasing a product or service.

V. PROCEDURES

A. In General

1. Commercial posting is permitted only with the advance written permission of, and must be stamped as approved by, the Office of Public Relations.
2. Only events open to the NYMC community may be posted in public areas on campus. Promotion for closed events must be by invitation and may not be done through posting on campus property.
3. All postings must clearly indicate on the front face the name of the student, faculty or staff member responsible for the posting. Postings about programs or events must include contact information (phone, email, and/ or physical on-campus address), the date of the program or event. Postings not about programs or events must include an expiration date of the posting, no later than 30 days after it is posted.
4. Postings are to be no larger than 11" x 17".
5. Postings are not permitted on doors, windows, walls, lockers, partitions, bathroom stalls, stair wells, elevators, columns, vehicles, trash cans, trees, sidewalks, lamp posts, buildings, benches, vending machines, telephone poles, or any other surface not designated for postings.
6. Postings may not be placed more than two weeks prior to the event and must be removed within four days after the event.
7. Postings not related to a specific event may not be posted for more than 30 days and may be removed earlier by NYMC due to space limitations.
8. The student, faculty or staff member responsible for the posting as named on the poster is responsible for removing the poster from all locations at the expiration of the posting (4 days after the event or 30 days after posting, as applicable).

9. Only one poster is allowed per board or kiosk.
10. Posting over or removing existing material is prohibited.
11. Items may only be posted on designated bulletin boards with pushpins or tacks. All other adhesives used to affix fliers, posters, or banners to posting surfaces (including tape, staples and stickers) are strictly prohibited.
12. NYMC reserves the right to take down all postings that do not comply with this policy. Exceptions to the policy must be approved in writing by the College's Office of Public Relations.

B. General Purpose Bulletin Boards

1. A list of approved bulletin boards and other designated surfaces for general purpose postings is available in the Facilities Office.

C. Designated Bulletin Boards

1. Individuals authorized to post on bulletin boards designated for particular organizations, departments or other purposes other than general posting is determined by the group assigned to that bulletin board.
2. Advance permission to post on the board must be obtained.
3. All other procedures and conditions in section A apply.

D. Other Provisions

1. NYMC operates digital display monitors in various locations on campus. Recognized student organizations, departments, and academic units may request to display an announcement of a program or event to be displayed on the system for up to one week prior to the event through the day and time of the event. Images must be submitted to the Public Relations Department as PowerPoint slides in the approved template which can be found in the [Policy on Digital Signage](#).
2. NYMC has a no solicitation policy. Please refer to the [Solicitation Policy](#).
3. NYMC does not pre-screen the content of postings and accepts no responsibility for the accuracy of such postings. Opinions and statements on postings reflect the views of the writer only and do not necessarily reflect the views of the College. The College has the right, but not the obligation, to monitor posting content.
4. Concerns about any postings in violation of this policy should be emailed to compliance@touro.edu
5. Violation of this policy may subject the violator to disciplinary action.

VI. EFFECTIVE DATE

This policy is effective immediately.

VII. POLICY MANAGEMENT

Executive Stakeholder:	Vice President of Communications and Strategic Initiatives
Operational Stakeholder:	Assistant Vice President of Facilities Management and Capital Planning
Oversight Office:	Public Relations