

# iSchool Poster Policy

**Preamble:** This policy has grown out of our desire to enhance communication and reduce visual clutter at the iSchool.

**Definition:** For the purposes of this policy the word ‘poster’ will include such time-limited documents as posters, flyers, notices, announcements, advertisements, etc.

## Rules & Guidelines:

- 1) All posters must include the name of the issuing organization and an event or expiry date. Posters will be removed anytime after the event or expiry date has passed.
- 2) All posters must conform to other university policies that govern dissemination of information and freedom of expression including: Statement of Institutional Purpose; Statement of Freedom of Speech; University of Toronto Statement on Human Rights; Statement on Prohibited Discrimination and Discriminatory Harassment; and Code of Student Conduct.
- 3)
  - a. **SIZE & ORIENTATION:** When designing posters, they should be no larger than the standard size 8.5” x 11”. If you choose to create a poster that is 8.5” x 11” it should be designed to be mounted vertically.
  - b. **RESTRICTED AREAS:** Posters must not be applied to any door, window, or wall except under special circumstances with prior explicit authorization (stamped and initialled) from iSchool administration.
  - c. **APPLICATION METHOD:** Use poster tacks where possible. Do not use regular, Scotch-type tapes which leave unsightly residue. Instead, use easy-to-remove, green painter’s tape. A couple of small loops of tape on the back of your poster are all that is required. You may borrow a roll of green painter’s tape from our iSchool reception desk.
  - d. **SHARING SPACE:** We know your message is important, however, do not apply more than one poster in a given area. For example, do not apply the same poster to both sides of the elevator directory as our space is limited and must be used economically.

The following conditions apply only in the Bissell building:

- 4) Some bulletin boards in the Bissell Building are provided for use by specific groups only. Bulletin boards in these categories include the 2<sup>nd</sup> floor PLC, the 4<sup>th</sup> floor Inforum, and the 6<sup>th</sup> floor bulletin boards. The kinds of posters affixed to these boards are determined by the appropriate departments or groups.
- 5) Other bulletin boards are provided in the Bissell Building as follows:
  - a. To the left and right of elevator directories – iSchool administration and official student groups.
  - b. The large 2<sup>nd</sup> floor lobby bulletin boards – overflow from a) above and UofT units and organizations.
  - c. 1<sup>st</sup> floor locker area, and 3<sup>rd</sup> floor – overflow from b) above, other UofT events and non-UofT, and personal postings.

**All posters which do not conform to the above policy may be removed at any time without notice.**