

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 2	<b>DIRECTIVE NO.</b> C-8
	<b>ORIGINATOR</b> Director, College Ancillary Services	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> <b>COMMERCIAL VENDORS, THE POSTING OF NOTICES AND THE DISTRIBUTION OF ADVERTISING AND NEWSPAPERS ON CAMPUS</b>	<b>EFFECTIVE DATE</b>  04.01.2005	<b>REPLACES</b>  New

**POLICY STATEMENT**

Algonquin College is a post-secondary institution interested in establishing the environment appropriate to achieving its vision and mission. As a result, it has established the following policies regarding commercial vendors, advertising, the posting of notices, and the display and distribution of literature on all campuses. *Standard Operating Procedures for the Posting and Distribution of Notices, Advertisements, Newspapers and Periodicals manual* will be used by College staff administering this policy.

The Students' Association and all other College departments will consult with vendors to ensure that their wares, services and displays are not in violation of any College regulation, guideline or in conflict or competition with the College's businesses or services.

**COMMERCIAL VENDORS**

Commercial vendors are permitted to sell their wares or services on College property only with the approval of College Ancillary Services, Student Services, the Students' Association or other appropriate authority. From time-to-time, in consultation with the appropriate Dean or Director, various departments may deem it appropriate to invite a particular vendor or vendors onto campus for specific purposes related to their departmental mandate or in relation to a College event.

The College has made arrangements with the Students' Association to permit it to lease/rent small areas to commercial vendors for purposes of revenue generation.

**ADVERTISING CONTRACTS**

College Ancillary Services contracts with advertisers to display materials in encased sign boards, on wall-mounted pamphlet racks, in free-standing display units, and on bicycle stands.

### **ADVERTISING OPPORTUNITIES FOR EXTERNAL PARTIES**

External agencies may be interested in advertising by means of a service contract with College Ancillary Services, in the student newspaper, in campus publications such as Alumnet, Glue, athletics calendars, the student handbook, or with the student radio station. They may also wish to sponsor one of many College or alumni events, orientation kits, bursaries, etc. and are referred to the Marketing Department to identify the appropriate College contact.

### **NEWSPAPERS**

College Ancillary Services contracts with outside agencies to carry a limited number of newspapers on College premises. These contracts stipulate several conditions including the locations assigned to the particular newspapers.

### **THE POSTING OF NOTICES**

Algonquin College has established a system of bulletin boards for the purpose of helping to keep the student and staff communities apprised of events, policies, and other appropriate information. All bulletin boards are to be clearly identified as to their purpose, regulated, kept current, maintained and monitored. Nothing will be posted on bulletin boards, walls, or other surfaces which is illegal or offensive in nature or which is in violation of the College's Code of Conduct or any other College directive.

Bulletin boards fall into one of three categories: those managed by a College department, the Students' Association and all others which are either "general interest" or "flea market" boards. On the Woodroffe Campus, this last category is regulated by the College Marketing Group through Info Algonquin. On the Pembroke and Perth Campuses, this last category is regulated by the Deans' Offices.

### **ELECTION NOTICES**

Any staff member or student running for elected office (e.g. College's Board of Governors, union, Administrative Staff Association or the Students' Association) who wishes to post election advertising on College property may request such permission, and be apprised of guidelines by Info Algonquin on the Woodroffe Campus and from the Deans' Offices on the Perth and Pembroke Campuses.

### **NON COMPLIANCE**

Individuals who have not complied with any aspect of this College policy will be asked to do so. External agencies wishing to advertise within College guidelines will be referred to College Ancillary Services or to other departments involved in advertising within the College as appropriate. Vendors who have set up non-approved sales operations will be escorted from the property by Safety and Security Services.

In the event that an external individual or corporate entity is found in violation of the above directive, the Director of College Ancillary Services will communicate with the advertising company reiterating the College directive.

Staff or students found to be in violation of this policy, such as those distributing commercial literature in any manner (this includes leaving literature about the campuses, handing out literature, placing material in lockers, under residence doors or on car windshields, etc.), will be given a warning and be required to remove all such materials from College properties. Should they persist or fail to remove the materials, they will be asked to meet with the appropriate College official to discuss their violation (staff) or to be disciplined under the terms of the Student Misconduct Directive (students).

(original signed by)

---

Vice President, Finance and Administration