



**Procedures for Posting and Distribution of Notices,  
Advertisements and Publications at Algonquin  
College**

**Appendix to Policy PM-04**

Updated by  
Campus Services  
Last Updated March 29, 2023

# Table of Contents

<b>1. Notice Board Rules and Regulations.....</b>	<b>3</b>
<b>1.1 Notice Board Regulations Common to all Groups .....</b>	<b>3</b>
1.1.1 General Guidelines .....	3
1.1.2 Research Requests .....	3
1.1.3 Liquor .....	4
1.1.4 Offensive Content.....	4
1.1.5 Off- Campus Housing.....	4
1.1.6 Employment .....	5
1.1.7 Graphic Standards.....	5
<b>1.2 Group Specific Regulations .....</b>	<b>5</b>
1.2.1 Students .....	5
1.2.2 College Departments.....	5
1.2.3 External - Commercial Advertising.....	6
<b>1.3 Failure to Comply.....</b>	<b>7</b>
<b>1.4 Responsibility for Regulation and Maintenance of Bulletin Boards .....</b>	<b>7</b>
1.4.1 Department Boards .....	7
1.4.2 Students' Association and Athletics Boards .....	7
1.4.3 General Interest Boards.....	7
<b>2. Directory of Advertising Opportunities at Algonquin College.....</b>	<b>8</b>
<b>3. Newspaper Distribution at Ottawa Campus .....</b>	<b>8</b>
<b>Schedule A - Locations of Ottawa Campus General Interest Boards .....</b>	<b>9</b>

This document will address procedures for posting and distribution of notices, advertisements, and publications by group. The common procedures outlined will apply to all groups. General Interest Board locations are outlined in Schedule A.

**The groups are defined as:**

1. Students
2. College Departments
3. External – Commercial Advertising

## **1. Notice Board Rules and Regulations**

### **1.1 Notice Board Regulations Common to all Groups**

#### **1.1.1 General Guidelines**

##### **Ottawa Campus**

- All notices posted on the General Interest Boards at the Ottawa Campus must be stamped with the Official College Stamp (no photocopies).
- Notices are to be submitted for approval at least five days prior to posting.
- Only one notice per board is allowed.
- Notices are to be posted on General Interest Boards only. Under no circumstances are notices to be taped or affixed to walls. Athletics, Departmental, Students' Association and Health Services bulletin boards are off-limits unless permission has been obtained from these departments.
- All notices must have contact information listed, should people have questions/concerns regarding the posting.
- Only push pins may be used. Tape or staples are not acceptable.
- Notices shall be larger than 4.25" x 8.5" and equal to or smaller than 11" x 17" unless approved by the Director, Campus Services.
- Advertisements must be in English or bilingual (English-plus another language).

##### **Perth and Pembroke Campuses**

- Notices are to be submitted for approval to the Dean, Chair or Admin Manager five days prior to posting.
- Only one notice per board is allowed.
- Athletics, Departmental, Students' Association and Health Services bulletin boards are off-limits unless permission has been obtained from these

departments.

- All notices must have contact information listed, should people have questions/concerns regarding the posting.
- Push Pins and tape may be used. Staples are not acceptable.
- Notices shall be no smaller than 4.25" x 8.5" and no larger than 11" x 17" unless approved by the Director of Campus Services.
- Advertisements must be in English or bilingual (English-plus another language).

### **1.1.2 Research Requests**

Notices relating to research involving human subjects must first contact the Applied Research and Innovation Office (F Building, Ottawa Campus). This Office will determine if a Research Ethics Board (REB) application is required, and if so, will guide the applicants through the process.

### **1.1.3 Alcohol, Lottery, Gaming and Cannabis**

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for regulating the alcohol, gaming horse racing and cannabis retail sectors in accordance with the principles of honesty and integrity, and in the public interest. Any posting or advertising of liquor must meet the requirements of the Alcohol and Gaming Commission of Ontario. Algonquin College reserves the right to refuse any posting at their discretion.

### **1.1.4 Offensive Content**

The following is considered offensive content and is not permitted:

#### **A. Religious, Racial**

Any material that includes demeaning remarks or inappropriate comments about race, religion, or cultural differences. (e.g., clothing/dress/accent)

#### **B. Sexual**

Any material that is offensive, intimidating or hostile that includes demeaning remarks, gestures, jokes, slurs, etc., or that discriminates based on sex, gender, or gender identity.

#### **C. Political**

Any material that includes demeaning remarks or inappropriate comments about political affiliation.

#### **D. Violence**

Any material that is abusive, demeaning or threatening including derogatory

remarks, gestures, or belittling pictures.

Notices must be tasteful and not have the propensity to be offensive to anyone. Notices may not contain any nudity that would be seen as explicit. Finally, notices will not be accepted if they promote, feature, or display illegal items. i.e., drugs, drug paraphernalia, weapons.

*Algonquin College reserves the right to refuse any posting at their discretion.*

### **1.1.5 Off-Campus Housing**

All postings for off-campus housing on the Ottawa Campus must go through the Students' Association to be posted on their website. Check with the Students' Association for applicable fees. Postings for off-campus housing will not be permitted on General Interest Boards.

Website:

<https://www.algonquinsa.com/services/housing/>

Postings for Perth Campus housing can be found on the Perth campus website. An application to post off-campus housing can be found at this link:

<http://www.algonquincollege.com/perth/school-home/current/student-services/student-accommodations/>.

Postings and the procedure to post off-campus housing listings for Pembroke campus housing can be found online at

<http://www.algonquincollege.com/pembroke/housing-list/>

### **1.1.6 Employment**

All postings for employment at the Ottawa and Pembroke campus are through The Employment Support Centre. Postings for employment opportunities will not be permitted on General Interest Boards. Perth Campus maintains a General Notice Board for Employment listings.

### **1.1.7 Graphics Standards**

Any use of the College logo/wordmark must be used in accordance with Algonquin's Brand Identity Guidelines which can be found online at

<http://www.algonquincollege.com/acmarketing/brand-guidelines/logos-branding-downloads/>

## **1.2 Group Specific Regulations**

### **1.2.1 Students**

- Duration: Notices can be posted for up to four (4) weeks or until the day after the event, whichever comes first.
- When requesting the Official College Stamp, an AC Card (student identification card) may be requested to show proof of current enrolment at Algonquin College.
- Students may post articles for sale or notices relating to a College program or College activity/club.

#### **Student Club Postings**

Clubs registered with the Students' Association requesting permission to post on General Interest Boards must display the following:

- the official name of the club.
- the Students' Association stamp affixed to one copy of the proposed poster/announcement.

General Interest Board Poster Submission Locations:

- Ottawa Campus: The AC Hub, 2<sup>nd</sup> Floor, Student Commons (E Building)
- Pembroke Campus: Dean's Office, Room 215
- Perth Campus: Administrative Service, Front Office

### **1.2.2 College Departments**

- Duration: Departmental Notices can be posted for a period of one (1) semester.
- All publicity from College departments and service areas, for events, promotions, general information, etc., MUST include the official Algonquin College logo/wordmark.

General Interest Board Poster Submission Locations:

- Ottawa Campus: The AC Hub, 2<sup>nd</sup> Floor, Student Commons (E Building)
- Pembroke Campus: Dean's Office, Room 215
- Perth Campus: Administrative Service, Front Office

### **1.2.3 External – Commercial Advertising**

- Duration: Internal Notices can be posted for up to four (4) weeks or until the day after the event, whichever comes first. All external advertising contracts include the duration of the term within. Advertising will be removed at the end of the agreed upon term.
- Fees will apply for external postings that have no connection to College programs or events. As with all notices, contact information must be clearly

indicated on the poster.

- Advertisements cannot reflect products that are in direct competition with any product/service at Algonquin College. This includes academic services and Campus Services.
- Advertisements cannot reflect products that compete with exclusivities granted by the College. e.g., Coca-Cola.
- Advertisements will not be approved if they imply either directly or indirectly an endorsement by the College or any of its departments.
- Approval of advertisements or notices may take up to one week.
- Advertisements or notices submitted with ineligible copy will not be accepted.
- Algonquin College has the sole authority to choose display locations in order to monitor fire regulations.
- All advertisements and notices must further and not diminish the professional atmosphere at the College.

General Interest Board Poster Submission Locations:

- Ottawa Campus: The AC Hub, 2<sup>nd</sup> Floor, Student Commons (E Building)
- Pembroke Campus: Dean's Office, Room 215
- Perth Campus: Administrative Service, Front Office

## 1.3 Failure to Comply

### General Interest Boards

- Individuals who have not complied with any aspect of this document will be asked to do so.
- Students who are in violation of these procedures (this includes leaving literature about the campus, handing out literature, placing material in lockers, under residence doors or on car windshields, etc.) may be subject to sanctions as they appear in the Student Conduct Policy or applicable federal, provincial, and municipal statutes. The College reserves the right to External agencies who are in violation of these procedures may have their materials removed, be prohibited from advertising or entry to campus and could be subject to applicable federal, provincial, and municipal statutes.
- Any notices posted at the Ottawa campus that do not have the Official College Stamp will result in removal.
- Notices causing damage to College property will be referred to Security Services.

## 1.4 Responsibility for Regulation and Maintenance of Bulletin Boards

### 1.4.1 Department Boards

Academic and Administrative Departments are responsible for the identification, updating, regulation, and maintenance of their own bulletin boards on all campuses.

### 1.4.2 Students' Association and Athletics Boards

The Students' Association takes responsibility for all Students' Association and Athletics bulletin boards on the Ottawa and Pembroke campuses.

### 1.4.3 General Interest Boards

**Ottawa:** Student Support Services, in partnership with Campus Services approves all notices for the General Interest Boards. Student Support Services will provide a stamp of permission for all notices meeting College guidelines.

**Pembroke:** Community and Student Affairs approves notices for the General Interest boards and is responsible for keeping these boards current.

**Perth:** The Administrative Office approves notices for the General Notice Boards. The Office also keeps these boards current



## 2.0 Directory of Advertising Opportunities at Algonquin College's Ottawa Campus

<u>Type of Advertising</u>	<u>Contact Department</u>
a. Newspaper Racks	Campus Services Marketing
b. Washroom Advertisements	Campus Services Marketing
c. Backlit Displays	Campus Services Marketing
d. Digital Screens	Campus Services Marketing
e. The Algonquin Times (student newspaper)	The Algonquin Times
f. CKDJ (student radio station)	CKDJ Office
g. Alumni Events / Alumni Publications	Alumni Office
h. Fundraising Events	Advancement
i. Bursaries, Awards and Scholarships	Financial Aid
j. Glue (a student magazine)	Glue Office
k. Athletics Publications and Events	Students' Association
l. Other	Campus Services Marketing

## 3.0 Newspaper Distribution at Ottawa Campus

- All publications seeking circulation on campus must receive approval through the Campus Services Marketing Office.
- Publications found on campus that are not previously approved will be disposed of immediately. This includes publications, racks, and advertising tools of any kind. Approved racks will be provided by the College.
- To be included on the approved publication list, publications must comply with the following:
  - The publication must be reviewed by Campus Services Marketing Department and deemed appropriate for circulation on campus.
  - Displays must remain stocked and clean. A display that is empty for any prolonged period of time will be removed and its associated publication removed from the approved publications list.
  - External publications may be required to pay an annual fee per title. Payment must be made in full at the time of contract signing.
  - Rack locations will be identified by the College.
  - Algonquin College has the authority to cancel a contract with a publication, at any time, should the publication conflict with College values and/or compete with College services. Should any of the conditions be violated the publication will receive 10 business days notification to collect its displays and publications before they are considered abandoned. No refund will be issued.

## Schedule A - Locations of Ottawa Campus General Interest Boards

<b>Buildings</b>	<b>Locations</b>
<b>A Building</b>	<ul style="list-style-type: none"> <li>▪ Beside A116</li> <li>▪ Beside A128</li> <li>▪ Beside A131</li> <li>▪ Across the hall from A109</li> <li>▪ Across the hall from A135</li> <li>▪ Before overpass connecting A Building to D Building</li> <li>▪ Second floor of A Building connecting from B Building</li> <li>▪ Across from A213</li> </ul>
<b>B Building</b>	<ul style="list-style-type: none"> <li>▪ Beside B111</li> <li>▪ Beside B133</li> <li>▪ Beside B140</li> <li>▪ Across from B157</li> <li>▪ Across from B165</li> <li>▪ Beside B182</li> <li>▪ Beside Portable Feast</li> <li>▪ Beside B253</li> <li>▪ Beside B330</li> <li>▪ Beside B340</li> <li>▪ Across from B353</li> <li>▪ Beside B374 (x2)</li> </ul>
<b>C Building</b>	<ul style="list-style-type: none"> <li>▪ Beside C143</li> <li>▪ Across from C548</li> </ul>
<b>D Building</b>	<ul style="list-style-type: none"> <li>▪ Nearby Connections: The Campus Store windows in D Building</li> <li>▪ Hall connecting Building D (Marketplace Food Court) to J Building</li> </ul>
<b>E Building</b>	<ul style="list-style-type: none"> <li>▪ Across from the Parking Services Office (E120)</li> </ul>
<b>J Building</b>	<ul style="list-style-type: none"> <li>▪ Beside J205</li> </ul>
<b>M Building</b>	<ul style="list-style-type: none"> <li>▪ Beside M102</li> </ul>
<b>N Building</b>	<ul style="list-style-type: none"> <li>▪ Beside elevators first floor of N Building</li> </ul>
<b>P Building</b>	<ul style="list-style-type: none"> <li>▪ In Lounge P117</li> </ul>
<b>S Building</b>	<ul style="list-style-type: none"> <li>▪ Beside S110 lounge</li> </ul>
<b>T Building</b>	<ul style="list-style-type: none"> <li>▪ Beside T109</li> <li>▪ Near T114 (x2)</li> <li>▪ Near photocopiers near T117</li> <li>▪ Beside T119</li> <li>▪ Beside T130 (x2)</li> <li>▪ Beside T202</li> <li>▪ Beside T219 (x2)</li> <li>▪ Beside T229</li> <li>▪ Across from vending machines T230</li> <li>▪ Beside T303 (x2)</li> <li>▪ Beside T327</li> <li>▪ Beside T336(x2)</li> </ul>