

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **GUIDELINES FOR POSTING INFORMATION ON COLLEGE
PREMISES (AP-044)**

Contact: Assistant to the Dean, RWC, Ext. 7187
Advanced Secretary, RVC (B and G Buildings) Ext. 7559
Intermediate Secretary, TRC, Ext. 7965

Public announcement boards are intended to promote communication from departments, students and from community groups. With the exception of materials from RCC-sponsored programs, all posted materials require a stamped approval obtainable from the designated person on each campus (above). Approval for such postings will be based on Board Policy Nos., II.A.010, Freedom of Inquiry and Expression; and II.A.020, Distribution of Information.

Further, all posted materials should identify source of origin, provide an address or telephone number, and be presented in a readable manner. Material will be approved for posting unless it appears to contain slanderous, libelous, pornographic, or illegally discriminating information, or fails to identify source of origin. Posted materials may include personal ads such as items for sale or rent; and/or roommates or rides needed.

It is the responsibility of the individual/organization posting the information to remove it after the termination of the promoted event or announcement. The college may remove any posting not in compliance with this procedure. The boards are otherwise generally cleared on or about the last day of every month or approximately every 30 days based on the date posted.