

Student Development & International Programs Matador Involvement Center **Policy on Posting of Literature**

A privilege enjoyed by University Recognized and Associated Students chartered student clubs or organizations and University departments is the publicizing of events and activities on campus. The Associated Students (A.S.) maintains 6 bulletin boards, and there are also several board located in departmental areas.

One method of publicizing is to post material in appropriately designated areas. **It is strictly forbidden for handbills or circulars of any kind to be affixed to trees, walls, doors, windows, light poles, or cars in the parking lots.**

The following are policies and procedures governing posting on campus:

1. The time limit for posting on Associated Students boards is three weeks for A.S. Sponsored events and two weeks for others. On-going services sponsored by A.S. may be posted indefinitely as space provides. The time limit for University Student Union (USU) boards is two weeks for all groups.
2. There are 6 A.S. bulletin boards which are labeled with an identification card. A list of approved bulletin boards is available in the Matador Involvement Center (USU Room 121).
3. Other bulletin boards and display areas such as classrooms have been reserved for departmental and faculty use. They are not for A.S. purposes or individual use, unless approved by the appropriate department.
4. All materials to be posted must clearly bear name of the sponsoring organization or department, must be no larger than 11 ½" x 14 ½", and must be stamped "**APPROVED FOR POSTING**" by the Matador Involvement Center. Organizations are cautioned that they must bear the responsibility for any materials they wish to display on campus. As sponsors, they are subject to the same laws applying to private individuals, including libel, defamation, sedition, and the regulations cited in Section 42352, Article IX of Title V.
5. Only non-commercial literature may be posted. University regulations prohibit the use of bulletin boards for commercial advertising by individuals, groups, organizations, or commercial entities.
6. Associated Students provides a posting service through the Matador Involvement Center. However, it is sometimes more expeditious to post your own material. If you wish to use the posting service, material should be left at the Matador Involvement Center. **Only one flyer per board for each event is allowed.** All others will be immediately removed.
7. **Any materials posted covering other materials will be removed.**
8. Materials posted by a University Recognized and Associated Students chartered student club or organization and University departments must not conflict with policies of the State of California or with those of California State University, Northridge. They may not include the name of CSUN unless that name is a recognized portion of the organization's name, or unless it is an activity sponsored by CSUN. Otherwise, the name CSUN may not be used to designate the location of the event.
9. **NON-COMMERCIAL NOTICES:** Individual students may place personal, non-commercial notices on 3" x 5" cards, as space permits, on A.S. boards. These notices may include advertisements offering for sale personal property owned by members of the campus community. These cards must be dated and are subject to a two-week time limit for posting.