



# ADMINISTRATIVE PROCEDURES

No. 313.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PROCEDURE FOR DISTRIBUTION/POSTING OF MATERIALS

The following procedures will be followed when distributing or posting printed materials on campus in Ukiah and at the College centers in Lakeport and Willits.

The Director of Public Information and Marketing is responsible for the management of bulletin boards, temporary sandwich boards, and all signage on the Ukiah campus. Management includes the approval of material to be posted, and the routine removal of all non-approved and out-dated materials.

1. Posting in areas other than bulletin boards is prohibited. A list of approved bulletin boards is available in the office of the Director of Public Information and Marketing.
2. Indoors: Only thumb tacks or push pins shall be used to post materials on interior bulletin boards.
3. Outdoors: Only staples shall be used on exterior bulletin boards and flyers shall be securely fixed.
4. Materials may not be distributed/posted in a classroom while a class is in session.
5. The place and activity of distribution or placement of signage may not interfere with the normal flow of traffic within the college or impede entrance to or exit from college facilities.
6. Bulletins, brochures, flyers, or other printed materials may not be placed on vehicles parked on campus in Ukiah or the centers in Lakeport and Willits.
7. Approved materials include:
  - Materials announcing college business, college courses, or other college-sponsored activities.
  - Materials related to any ASMC activity and student elections as approved by the Associated Students of Mendocino College.
  - Materials announcing non-commercial endeavors such as individual students wishing to sell personal items, find roommates to share living expenses, etc.
  - Advertisements for off campus events such as concerts, theater, etc.
8. Non-approved materials include:
  - Materials which promote a commercial endeavor which make a profit for a business or for profit organization.
  - Materials which advocate the overthrow of the government or promote illegal or immoral activities.
  - Literature that promotes racist or anti-religious views and is likely to create a hostile work/learning environment.
  - Materials which advertise or advocate the use of alcoholic beverages or illegal drugs.
  - Materials which use or display vulgar, obscene, profane drawings and are likely to create a hostile work/learning environment.
9. No District funds, services, supplies or equipment, including District mailboxes and bulletin boards shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district. (See also Policy 316 on Political Activity on Campus)
10. Students and non-students may use facilities (set up tables, etc.) to distribute materials provided that prior permission to use facilities has been obtained from Maintenance and Operations.

Education Code 38135, 38136, 7050-7058

*Adopted:* July 5, 1995  
*Revised:* November 5, 1986  
November 3, 1999  
October 23, 2007