



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Posting of Notices and Information Related to College Business

**NO.** 2.7.1

**SECTION:** Administration

**PAGE:** 1 of 2

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The Morton College community may publicize their events or College-related activities in designated areas through several methods. The form and content of such postings will not be restricted, unless it is libelous, obscene, incites riot or other unlawful action. The following procedure has been designed to allow for the proper posting of flyers, signs, posters or other marketing material on Morton College property:

- All materials posted need to first be approved by Institutional Advancement. Materials posted on College property will only be approved where it relates to College sponsored business, events held at the College or in conjunction with the College, College related activities, student elections, course information, or material otherwise required by local, state or federal law. Generally, these materials should follow the College's branding guidelines, contain the date, time and location for any event promoted as well as contact information related to the subject matter of the posting.
- Such material must not be obscene or defamatory and must not violate College policy or federal, state, or local laws.
- Except for official Morton College postings, all approved materials will be stamped by the Student Activities Office. All materials posted without prior authorization will be removed. Where the material is approved for posting, an additional request can be submitted for the material to be shared electronically.
- Printed materials can be printed on an 8.5 x 11 glossy or presentation paper, post card or a sticky poster. Printed materials can be placed in the following areas of the college:
  - o sticky posters (without added tape or adhesive) can be placed on the windows and walls.
  - o Flyers, signs or post card can be placed on the board strips that are located throughout the 2nd and 3rd floors of the C, B, and D buildings.
- Absolutely nothing should be tacked or taped to the walls or windows of the College. This includes elevator and bathroom walls. Nor shall anything be placed in, or affixed to, any acrylic sign holders without prior approval.

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**DATE APPROVED BY BOARD OF TRUSTEES:** January 22, 2020

**DATES REVISED:** December 18, 2019

**REVIEWED DATES:** December 18, 2019



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- Approved electronic materials may be posted on the LCD screens throughout the campus or shared on the Panther Portal, Morton College Social Media Pages and the College's Website.
  - Upon receiving approval, Institutional Advancement will also notify the requestor of when such materials need to be removed by. It is the responsibility of the requestor to have such material removed in accordance with Institutional Advancement instructions.

Items that do not meet said criteria will not be posted. Morton College is not responsible for any third-party defacement of posted materials. All students, faculty and staff must follow this procedure. However, this procedure does not apply to postings in employees' assigned workspaces such as offices, cubicles or desks, so long as such postings could not reasonably be expected to be observed by students or non-College individuals.

Morton College reserves the right to amend this procedure at any time.

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