

Postings and Literature – Secchia Center	MICHIGAN STATE UNIVERSITY	College of Human Medicine
Category & Number: FAC-1	Last Revised Date:	
Effective Date: 01/01/13	Revision Number: 1.0	
Responsible Party: Communications Director	Page 1 of 2	
Persons Affected: Faculty, Staff, Students and Visitors at the Secchia Center		

1.0 Purpose:

Signage, postings, and literature in university buildings contribute to the open exchange of knowledge and information. Knowledge and information shared through signage, postings and other literature must be disseminated in ways that uphold the standards and the integrity of the institution; inform rather than confuse; are not excessive; promote the general welfare of students, faculty, staff and visitors; and protect the public and private investment of buildings and open spaces. This policy provides guidelines for the distribution and posting of signage and printed materials in the Secchia Center. This includes, but is not limited to the following: flyers, brochures, announcements, photos, banners, event postings, advertisements, magazines, and other materials.

2.0 Definitions:

- 2.1 Postings: flyers, announcements, photos, banners, event postings and advertisements.
- 2.2 Literature: brochures, magazines and other materials that are not official publications of the College of Human Medicine.
- 2.3 Sign Holders: Designated holders for 8.5 x 11" printed flyers located in the restrooms and elevators.

3.0 Policy:

- 3.1 All postings must adhere to Michigan State University standards for appropriateness.
- 3.2 Postings by college faculty, students and administration must follow College of Human Medicine branding guidelines.
- 3.3 Postings are permitted only in specifically designated areas and must be preapproved before displayed. They are not permitted in common walkways. Designated areas include:
 - 3.3.1 Designated sign holders in the elevators and the restrooms throughout the building.
 - 3.3.2 Bulletin boards located on each floor and in the student lounge.
- 3.4 The use of scotch tape, masking tape or any other adhesive is prohibited.
- 3.5 Approved postings will be placed on a central calendar to be displayed and removed at appropriate times by the Operations Office; approved postings will be removed within one business day following the event.

3.6 All postings and literature are subject to removal at the discretion of the Dean or Communications Director at any time.

3.7 No postings or other literature are to be removed by anyone other than the Office of the Dean or Communications Director.

4.0 Procedures

4.1 Bulletin board postings: Contact Dr. Phil VanLente to obtain approval before placing anything on any bulletin board, including those in the student lounge. Phil.vanlente@hc.msu.edu or (616) 234-2668.

4.2 Postings or literature other than those intended for bulletin boards:

Present the material(s) to be posted or distributed to the Secchia Operations Office, Room 461, located within the Dean's suite. The Operations Office will:

4.2.1 Review all materials for adherence to MSU and College of Human Medicine standards for appropriateness and branding.

4.2.2 If approved, place the stamp of approval on the materials to be posted/displayed.

4.2.3 Inform the requestor of the decision to post/display or not to post/display. If approval is denied, provide explanation to the requestor.

4.2.4 If the materials to be posted or displayed do not relate to a specific dated event, determine a specific date range with the requestor.

4.2.5 Place the determined removal date on the stamp on the materials to be posted/displayed.

4.2.6 Post/display the materials on the appropriate or agreed upon date.

4.2.7 Place the postings a central calendar to indicate the approved event date or agreed upon date range.

4.2.8 Remove posted/displayed materials within one business day following the event date or the agreed upon end date.

4.3 Refer questions to the Operations Office at (616) 234-2747

5.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0	01/01/2013	Geri Kelley	Original