

**University of West Florida**  
**University Commons and Student Activities**  
**The Big Book: Policy and Procedure Manual**

**Topic: UCSA Bulletin Board Policies and Procedures**

**Updated: May 24, 2001**

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The UC Service Desk is responsible for 12 bulletin boards at various locations around campus. There are 9 boards on which both University and non-University material will be posted and 3 boards restricted to UWF related activities.

Materials for any off-campus interest may be posted only on the 9 designated boards and not on walls, doors, glass, or other unauthorized location. Any unauthorized materials will be removed and discarded. All materials to be posted must be stamped and dated by the UC Service Desk. The date would indicate when the material is to be removed from the boards. Materials advertising an event for a specific date would be dated the day after the event. In general, UWF materials are posted for a period of 2 weeks unless the information covers a semester or certain part of the year and is official University business. Non-University materials are posted for 1 week only.

Posting location requests will be honored as space permits. If there are not enough copies to post on all boards, the UC Service Desk will post items in the high-traffic areas. Posting materials are sorted according to board size. Outdated materials that have been removed are thrown away and staples are cleared from the boards and flooring on a regular basis.

In general, the standard posting size for classified is limited to either 5" x 7" or one-half of a standard size page. All other items are limited in general to 8 1/2" x 11". Larger items will be posted on a space available basis and are subject to removal to accommodate regulation sized material. Non-University materials may be taken down to make room for University related items. University related items have priority over all other items.

**UCSA Maintained Board Locations**

<b>University Material Only</b>	<b>University and Non-University Material</b>
COPS Classroom Building (#86) Psychology Building (# 41) Dobson Complex (South Hall)(#74)	Crosby Hall (#10) CAS Office/Class Building (#11) Building 13 University Commons (#22) Communication Arts (#36) Building 51 Building 52 Field House (#54) Dobson Complex (North Hall)(#74)