

Palo Alto College College Procedure

Procedure Number: A 2.0
Procedure title: Distribution of Printed Materials on Campus
Relevant Board Policy: FKA
Originating Unit: Student Activities Office
Maintenance Unit: Student Activities Office

Purpose: This Procedure establishes the criteria for distribution of printed materials on campus.

Procedure Statement:

1. The college allows the distribution of leaflets, flyers, announcements, magazines, or other such materials so long as normal college activities are not disrupted. The college will not allow the distribution of material that is obscene; libelous; or seeks to incite hostility or violence of a particular ethnic, religious, or racial group. Material that is merely offensive or unpopular or that stimulates controversy shall not be restricted or forbidden.
2. All materials to be posted on bulletin boards or distributed must be approved before posting by the Student Activities Office. Any materials found on official, non-departmental bulletin boards without the Student Activities Office approval stamp will be removed.
3. Materials of a personal nature, such as selling of textbooks or rental of apartments, may be posted in authorized areas marked "Personal Notices."
4. No printed materials will be affixed to doors leading outside the building without the permission of the President's Office. Any item placed on a glass door without the President's Office approval stamp will be removed.
5. Solicitation on campus is not permitted except "for those activities approved by the Student Activities Office for fund raising by student organizations. Solicitation is defined as requesting money, taking subscriptions, and selling merchandise or tickets.
6. Political materials will not be permitted unless the opposing viewpoint is given the same opportunity to distribute or post materials.
7. This Procedure will not apply to materials distributed to classes faculty members as part of their instructional activity

Date Issued: August 11, 2000

Approved: _____
President