

Oklahoma State University Policy and Procedures

POSTING ITEMS IN HALLWAYS

**3-0823
BUSINESS & FINANCE
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INTRODUCTION AND GENERAL STATEMENT

1.01 There exists a need for items to be posted (either temporarily or permanently) in the hallways of many campus buildings. The posting of such material without available guidelines has resulted in unsightly appearances and wall damages, resulting in added expense to the University.

POLICY

2.01 It is the policy of the Oklahoma State University that items which need to be posted permanently in hallways will be placed on bulletin boards. Items should not be tacked, taped or otherwise applied directly to walls or door finishes.

2.02 There may be times when large exhibits should be placed on the wall space instead of authorized bulletin boards. Special exhibit cases may be authorized in such instances. Special exhibit cases must meet the design requirements of Physical Plant Services and be constructed and installed by Physical Plant personnel.

2.03 Notices involving class changes may be posted on classroom doors where all concerned can readily view them. Such notices however should be removed as soon as they are no longer needed.

PROCEDURES

3.01 Department heads will use Campus Order forms chargeable to the department to request the procurement and installation of required bulletin boards or exhibit cases.

3.02 It will be the responsibility of department heads to ensure that only those bulletin boards and exhibit cases that are necessary and appropriate are installed in their area hallways.

3.03 It will be the responsibility of department heads to report any possibility of damage to hallways and doors or other abuse of this policy to the Physical Plant Action Desk, X7154.

Revised: April 1987