

# Posting Policy

ADMISSION & FINANCIAL AID

## GATEWAYS

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**Approved by:** Senior Staff | **Approval Date:** July 1, 2018

### CAMPUS LIFE

**Related Policies:**

**Primary Office Responsible for Administering this Policy:**

### NEWS & EVENTS

[Amherst College Student Community Standards, Section 7.19 – Solicitation](#)

[Protest and Free Expression Policy](#)

[Arts & Museums](#)  
[Non-discrimination and Harassment Policy](#)

[Statement on Academic and Expressive Freedom](#)  
[Athletics](#)

[Statement of Freedom of Expression and Dissent](#)

[Library](#)

**Revision History:** *Updated Summer 2024*

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[Parents & Families](#)

### DIRECTORIES

[Office of Student Affairs](#)  
[Campus Directory](#)

[Alumni Directory](#)

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**Procedures:**

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**This policy sets forth rules regarding the posting and other distribution of physical material at**

**Amherst College** in a way that appropriately and safely utilizes available space, prevents defacement of College property, and reduces unnecessary expenditures of College resources used to repair and/or replace College property. The parameters set forth in this policy respect and encourage freedom of expression, more specifically the promotion of events and the promotion of ideas. The policy is not intended to censor the expression of ideas; rather it sets forth reasonable restrictions on the time, place, and manner of postings in accordance with both the College's *Statement on Academic and Expressive Freedom* and the *Statement of Freedom of Expression and Dissent*.

### TOOLS & RESOURCES

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## Applicability

This policy applies to all Amherst College students and student groups. Although this policy does not specifically apply to faculty and staff of Amherst College, they are strongly encouraged to employ the guidance of this policy.

[Course Catalog](#)

## Definitions

**Designated Posting Spaces** – spaces (such as bulletin boards, posting kiosks, [Daily Marmoset](#), [Daily Marmoset](#)) that have been provided and designated by the College specifically for the purpose of affixing postings. Designated Posting Spaces fall into four different categories: 1) academic department posting spaces; 2) residential posting spaces; 3) administrative building posting spaces; and 4) Student Affairs posting spaces.

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**Designated Posting Space Manager** – individual faculty or staff at the College who are responsible for managing a particular designated posting space.

[Gmail](#)

**Lawn Displays** – free-standing signs, sandwich boards, A-frames, and other physical installations or displays that are primarily intended for: 1) provide directions/location information; or 2) advertising an event; or 3) awareness raising information/announcement

[ABOUT AMHERST](#)

**Posting** – for purposes of this policy, a “posting” includes all methods of mass-distributing information in physical or hardcopy form, including, but not limited to, posters, fliers, table tents, signs, banners, chalked messages, lawn displays, and any other methods that the College determines are subject to this policy.

[ACADEMICS](#)

A complete list of designated posting spaces and managers is included in Appendix A of this policy.

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## Policy

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### **CAMPUS LIFE Rules (applicable to all postings except where specifically noted)**

[Alumni](#)

The following rules and restrictions apply to all postings on the Amherst College campus or any other property owned by Amherst College:

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#### Eligibility to Post

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Only Amherst College students and student groups are permitted to post on campus without advance permission. For the avoidance of doubt: students of the other Five Colleges, prospective students, former students, visitors, and friends of Amherst College students are not permitted to post on campus without advance permission of the designated posting space manager for each designated posting space utilized.

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#### Library Location

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Postings may be affixed only to designated posting spaces as set forth in Appendix A. No more than two postings about a particular event or awareness raising announcement is permitted in a designated posting space at any given time, unless otherwise approved in advance by the designated posting space manager. Postings in designated posting spaces must be no larger than 11 inches by 17 inches.

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Postings may not cover any other existing posting, regardless of whether the covered posting has expired.

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#### Content

[AIM](#)

For **students acting as individuals** (i.e., not representing a student group): postings must respect the Amherst College *Student Code of Conduct*. The name of the individual student responsible for the posting must be included on the posting.

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For **student groups**: postings must respect the Amherst College *Student Code of Conduct* and must be related to the mission and functions of the student group. The student group responsible for the posting must be included on the posting.

[Course Catalog](#)

[Daily Mammoth](#)

Falsely identifying a student or student group as responsible for a posting is prohibited.

[Dining Menu](#)

If the posting promotes a specific event, the event must be identified by title/subject, date, time, location, and sponsoring organization.

[Dronbox](#)

If the posting does not promote a specific event, the sponsoring student or student group must be identified on all materials.

[Gmail](#)

**ABOUT AMHERST**

Business and commercial advertising is not permitted without advance approval by the designated posting space manager and is also subject to the rules set forth in the *Student Code of Conduct*, Section 7.19 – Solicitation.

**ACADEMICS** **Removal of Postings**

The College retains the discretion to remove any posting that does not comply with this policy. Any posting that violates the non-discrimination and harassment policy will be removed immediately.

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The student(s) or student group(s) identified in the posting is responsible for removal of the posting on the earlier of: 1) two weeks from the date the posting first occurred, or 2) the day after the date of the specific event (if any) listed in the posting, or 3) awareness raising postings will be removed on a regular basis by posting space managers.

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The removal of any posting that complies with this policy prior to the dates specified above is prohibited.

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**B. Specific Rules Applicable to Chalking**

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Only chalkboard or sidewalk chalk is permitted. Chalking using oil pastels and other types of non-water-soluble chalks is prohibited.

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[Athletics](#)

Chalking is permitted on sidewalks and roadways, provided that:

[Alumni Directory](#)

[Library](#)

The sidewalk or roadway being chaked is uncovered; and

[Main Contacts](#)

The chalking is limited to an area where the chalk can be washed away by rain.

[Offices & Departments](#)

[Visit](#)

Chalking upon any other surface, including, but not limited to, a building, statue, or natural feature of the campus is prohibited.

[College Store](#)

**TOOLS & RESOURCES**

**C. Specific Rules for Banners**

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**Exterior and interior banners**, including those on residence halls, are permitted only in locations that are explicitly approved by and installed by appropriate College personnel, such as the Director of Student Engagement and Leadership, Facilities staff, or the Dean of Students or designee.

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**Interior banners** must comply with applicable fire safety regulations.

[AIM](#)

**D. Specific Rules for Lawn Displays**

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Lawn displays must not interfere with pedestrian or vehicular traffic.

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Lawn displays (particularly those along Route 9) must comply with Town of Amherst bylaws, as applicable.

[Daily Mammoth](#)

Lawn displays related to a specific event are permitted on the day(s) of the event, and must be removed within two hours of the conclusion of the event.

[Dining Menu](#)

[Dronbox](#)

Lawn displays that are used for awareness raising information/announcement must be approved in advance by the Dean of Students or designee.

[Gmail](#)

**ABOUT AMHERST**

Students who are intending to use lawn displays are encouraged to contact the Supervisor of Landscape and Grounds to avoid conflicts with lawn maintenance crew schedules. The College reserves the discretion to remove lawn displays at any time.

**ACADEMICS** chalking, banner, or lawn display that violates the Amherst College Non-Discrimination and Harassment policy will be removed immediately.

**E. Violations**  
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Any student who violates this policy or applicable law may be subject to the College's disciplinary processes and sanctions – depending on the severity and nature of the violation (including whether the individual has been previously warned or sanctioned for violating this policy).

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Nothing in this policy restricts the discretion of the College to separately address and/or remove postings that are not otherwise within the scope of this policy.

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**Appendix A: List of Designated Posting Spaces and Procedures**

**DIRECTORIES**

**Bulletin Boards**

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[Arts & Museums](#)

Bulletin boards that are designated posting spaces are available across campus and are labeled according to four designations:

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[Athletics](#)

**Community Board:** available for use by all eligible persons (see Section A.1.a on eligibility to post). The following buildings contain labeled community boards:

[Main Contacts](#)

[Library](#)

Residence Halls

[Offices & Departments](#)

[Visit](#)

Admissions Office (front desk)

[College Store](#)

Arms Music Center (lobby)

[Give](#)

Beneski Museum of Natural History

**TOOLS & RESOURCES**

Converse Hall (1st floor, main entrance, and hallway outside President's office)

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Frost Library (1st floor)

[AIM](#)

Johnson Chapel (basement)

Keefe Campus Center (main entrance)

[Change/Manage Passwords](#)

Seeley Mudd (lobby)

[Course Catalog](#)

The Science Center (lobby)

Service Building – bring posters to Room 201

[Daily Mammoth](#)

The Alike Perroti and Seth Frank Lyceum (2nd floor)

Valentine Hall (main entrance)

[Dining Menu](#)

Wolff Fitness Center

[Dronbox](#)

**For Community Advisor Use Only:** reserved for use by Residential Engagement and Wellbeing staff. Community posters placed on these boards will be removed.

[Gmail](#)

**Reserved for Academic Programs:** students have limited access to the following boards designated for Academic Programs:

**ABOUT AMHERST**

Webster Hall- bring posters to Room

**ACADEMICS**

Barrett Hall – bring posters to Room 101.

Chapin Hall – bring posters to Room 108.

**ADMISSION & FINANCIAL AID**

Converse House – bring posters to Room 208.

Grosvenor House – bring posters to Room 15

**GATEWAYS**

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**CAMPUS LIFE**

**Reserved for Student Engagement and Leadership:**

Keefe Campus Center – check with the building manager SEL suite.

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**NEWS & EVENTS**

**Posting Space Managers**

**Academic department posting spaces** (including Arms Music Center, Beneski Museum of Natural History, Science Center, Lyceum, Seeley Mudd, and Webster Center): Academic Department Coordinators, building Arts & Museums Supervisors/managers

**DIRECTORIES**

[Academic Department Coordinators](#)  
[Building Campus Directory](#)

**Residence Hall posting spaces:** Community Advisors and Community Development Coordinators

[Athletics](#)

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**Administrative building posting spaces:**

[Library](#)

First floor, Converse Hall: Receptionist, President's Office

[Main Contacts](#)

[Visit](#)

Frost Library: Librarian of the College or designee

[Offices & Departments](#)

[College Store](#)

Valentine Dining Hall: Director of Dining Services, or designee (Manager of Dining Services and Student Dining)

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**Student Affairs posting spaces:** director of or Student Engagement and Leadership

**TOOLS & RESOURCES**

**Banners**

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Student-generated interior banners may be posted in locations explicitly approved by the designated posting space manager and installed by appropriate College personnel. Student-generated exterior banners may be posted on the following buildings when approved by the designated posting space manager and installed by appropriate college personnel:

Frost Library entry canopy (Librarian of the College or designee)

Valentine entry (Director of Dining Services or designee)

Keefe Campus Center entry (Director of Student Engagement and Leadership or designee)

Athletics entry (Athletics Director or designee)

Powerhouse (Director of Student Engagement and Leadership or designee)

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[Daily Mammal](#)

[Dining Menu](#)

[Dronbox](#)

Amherst College  
Amherst, MA 01002

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