



The posting policy aims to promote communication, dialogue, and accountability. The policy does not aim to mitigate the freedom of speech or expression of the community, but to ensure that all notices are kept up-to-date and do not pose a safety hazard to the community.

Where to Poster:

These guidelines about postering are specifically about posters that are 8.5 x 11.

Approved locations for postering:

- Bulletin boards (e.g., outside DC main entrance, Hilles entrance, Blue Bus stops, Lutnick entrances)

- Interior doors to individual dorms, apartments or suites
- Inside residence bathrooms
- In the Dining Center foyer on the walls by the Sunken Lounge facing the front doors

Where not to poster (common mistakes):

- All external doors, including residence halls and academic buildings
- On windows or glass
- Over handicap accessible buttons
- On the ground or on light posts
- On campus signage or the HCA gates.
- Fire exit doors

Poster Guidelines

What is Mandatory:

For online posters, provide image descriptions/alt text. If an image has text that cannot be read by a screen reader, please put it in the caption!

Posters and other small notices must contain email of the sponsor(s).

What is Recommended?

Include the following text: Accessibility questions? Email ads@haverford.edu, StuCo Officer of Access and Disability Inclusion, Student Events Accessibility Committee chair.

Label clearly number of steps either to get into or inside of building / if there is ramp access / how many stairs to get to a bathroom

Include an icon of a mask to indicate if an event is mask mandatory

Using accessible fonts and colors for posters

Example Poster:



[More Accessibility Resources](#)

[Color Contrast Checker](#)

General Processes:

Small Notices and Posters:

The only exception for the guidelines for Posters and other small notices (8.5 by 11, or smaller) will be in the following case: Emergency notices, such as class cancellations or breakdowns of the buses, may be posted where they will be most likely to attract attention. They should be removed as soon as possible after the emergency has passed.

Persons who are not members of the Tri-College Community may not post posters and other small notices on the campus.

Posters and other small notices may be posted up to two weeks in advance. For posters that include multiple events, they may be posted 2 weeks before the first event and remain up through the latest event. After an event takes place, the person who posted

the notice has 24 hours to remove all postings. Any member of the community may remove any posters found before the 14 day allotted period or after the 24 hour deadline.

When hanging a poster or small notice, use tape. Tacks may only be used on bulletin boards. Never use duct tape.

- Leave space for others and post one sign per board. Do not post over other's signs.
- In the Dining Center, Campus Center, and some academic buildings, bulletin boards have been set aside for specific types of notices; check the headings before posting.

Small, folded notices may be placed on tables. However, those in charge of the space (i.e. The Coop and DC Managers) must be made aware and give permission.

In the Campus Center, postings are only permitted on bulletin boards. In order to keep them readable, we ask that all posting be dropped off at the Information Desk for hanging.

Any member of the community may take down any posting that is in violation of this policy. Please be careful where you post.

Any exceptions to these rules must be approved by the Students' Council Co-Secretaries and Student Engagement, and noted on the posting.

Banners

Groups/individuals looking to hang a banner must contact the Student Engagement Office for approval at least 2 weeks prior to the proposed display. The Student Engagement Office will consult with the Students' Council Co-Secretaries regarding approval.

Banners may not be more than 8-feet wide and 5-feet in height.

There are no set restrictions on location, but the approval process will consider the safety of the community and feasibility of the location.

Banners may be displayed for no more than a week, and must be taken down within 24 hours of the 7th day.

The banners guidelines can be subject to change at the request of the sponsors submitting the banner proposal and at the discretion of Students' Council.

Other Notices

Any notice that is not outlined in the above sections will be processed on a case by case basis, following the procedures outlined in sections above.

Political Posters and Visual Media

As a non-partisan, not-for-profit institution, Haverford must abide by the Johnson Amendment which necessitates additional limitations around political posters and other visual media that carry messages related to political parties or candidates for elected office. Any posters or other visual media must meet all other standards set by this policy, plus:

- Be no larger than 8.5" by 11".
- Originate from a current Haverford student or student(s), whose names and contact information must be clearly visible.
- Make visible and legible the exact text "As a non-partisan, not-for-profit institution, Haverford College does not endorse any parties or candidates for elected office."

The consideration of any cases not adequately addressed within this policy may require involvement of the President's Office due to the legal requirements on the College.

Fine Print:

The content of the notices must follow the community values outlined in the Honor Code. In accordance with existing institutional policies and practices that prohibit the use of (federally recognized and College-enforced) language on the basis of harassment, prejudice, and discrimination, this email policy does not permit speech that constitutes harassment or bias (on the grounds of history, experience, and identity). If a poster is suspected of breaking the Honor Code, it will be brought to the Honor Council Co-Chairs and a joint decision will be made. It is encouraged that the IDEA office be consulted when making this decision.

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Updated Fall 2024.

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