

Guideline – Posting of Notices, Displays & Artwork

Purpose

To protect the freedom of expression while encouraging respect for BCIT property and the professional appearance of BCIT campuses.

To promote the general use of bulletin boards, corkboards, computer monitor kiosks/displays and other spaces throughout BCIT's buildings and grounds for announcement and informational purposes [Rec Services (green) and BCIT Student Association (BCITSA) (red) bulletin boards are not for general use]. Permission and guidelines to display items outside of the provided bulletin and corkboards will be granted by the appropriate offices.

General

To promote campus-wide communications through a systematic posting approach and to avoid potential maintenance costs, safety or fire hazards, building code violations and visual pollution caused by the indiscriminate posting of notices, posters, banners, artwork or other such communication mediums and materials ("**postings**"), the following guidelines will apply to the affixing of such postings in and around BCIT buildings and grounds.

1. Under no conditions may postings be permanently attached to walls of corridors, classrooms, glass windows, entryways or public spaces without the coordination and approval of appropriate offices.
2. Use of sandwich boards are recommended but should not impede traffic-flow by blocking entrances, emergency exits and public hallways or present a tripping hazard for the visually impaired.
3. All postings that require attachment into a typical building or construction system (drywall, concrete, cement, glass, asphalt, wood, etc.) must be completed, coordinated and approved by [Facilities and Campus Development](#) ("FCD"). Repair costs as a result of not following these guidelines will be the responsibility of the posting individual or department.
4. Any unauthorized "postings" not meeting the intent of this guideline will be removed.

Building Interiors

Artwork Common/Public Areas - All common area artwork is to be reviewed and approved by the [Facilities Space Planning](#) (FSP) committee. Please contact your Manager to request review and installation by [Facilities Services](#).

Artwork Private Office Areas - Submit a [Facilities Request](#) to have your personal artwork installed in your work space.

Awards/Trophies - Awards and Trophies are to be placed in the Dean/Associate Dean or Director's office or interior reception area and are not permissible in hallways or building lobbies other than designated display areas approved by the [Facilities Space Planning](#) (FSP) committee.

Classroom Room Notification Changes - Temporary notices to classes such as room changes or class cancellations may be placed on the door of the affected classroom and must be removed at the end of the day/class.

Community Bulletin Boards - All posting on general community bulletin boards must include contact information and date posted. Any postings excluding this information will be removed. Notices on boards will be cleared after 3 months from date of posting.

Posting on BCITSA bulletin boards (painted red) must follow the [BCITSA Posting Guidelines](#) "*SL-7 – Poster Policy*".

Digital Display Kiosks/Displays - BCIT has various Digital Display Kiosks that can be requested via your department/school [Marketing & Communication](#) Strategist.

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Memorial/Naming/Tributes & Artwork - All memorial, naming, tributes and artwork donation requests must be approved by the BCIT Foundation office [refer request(s) to BCIT Foundation at 604-432-8803 / foundation@bcit.ca]. To learn more about this topic: <https://www.bcit.ca/files/pdf/policies/3002.pdf>

Urgent Notices/Wayfinding - During urgent events (i.e. building system failures) or when critical wayfinding is required, notices will be placed on either glass or concrete only, in order to limit damage to building systems (do not post on drywall). These temporary, just-in-time communication notices require a contact name/department and posting date to be clearly visible. The posting individual/department is also responsible for removal of the notices.

Building Exteriors

Notices, posters, bills or like material shall not be attached to building exteriors, way-finding or parking signage. In very special circumstances and only with the approval of the Director of Facilities Services (or designate) may banners be hung on BCIT buildings.

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Grounds

No postings shall be attached to trees, lamp standards, grounds furniture, traffic controls, building signs, directional signs, warning signs or other fixtures.

No notices, flyers, bills (excluding parking fines) or such materials are to be placed on vehicles parked on BCIT grounds.

BCIT-approved events requiring signage are to be requested and coordinated by BCIT's Marketing and Communications department (<https://www.bcit.ca/marcom/>) at least one week prior to the event.

Signs or posters from commercial enterprises are not permitted without the prior approval of BCIT's Marketing and Communications department (<https://www.bcit.ca/marcom/>).

Temporary traffic directional signs shall be authorized through [BCIT Facilities and Campus Development \(https://www.bcit.ca/facilities/\)](https://www.bcit.ca/facilities/) or [BCIT Safety, Security and Emergency \(https://www.bcit.ca/safetyandsecurity/\)](https://www.bcit.ca/safetyandsecurity/).

Permanent signs, including building signage, will only be approved through BCIT FCD.