

Posting of Notices, Displays & Artwork Guidelines

Intent

To manage campus-wide “postings” and communications through a systematic approach and to avoid potential maintenance costs, safety or fire hazards, building code violations and visual pollution. Postings include notices, posters, banners, artwork, flyers, AV displays, informational signs, tackboards or other such mediums and materials; and

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

Guidelines

Affixing postings in and around BCIT buildings and grounds is subject to the following guidelines:

1. These guidelines will be applied throughout BCIT campuses.
2. The Signage Committee consists of representatives from Campus Planning and Facilities, Educational Support, Safety, Security and Emergency, Management, Student Success, and Marketing and Communications. New posting installations will be reviewed by Campus Planning and Facilities through the Signage Committee. Contact the Senior Development Planner in Campus Planning to discuss posting proposals to be brought forward to the Signage Committee.
3. Under no conditions may postings be permanently attached to walls of corridors, classrooms, glass windows, entryways or public spaces without the review and approval of the Signage Committee.
4. All postings that require a permanent attachment to a building or construction system (drywall, concrete, cement, glass, asphalt, wood, etc.) must be coordinated and installed by Campus Planning and Facilities.
5. Campus Planning and Facilities may remove any postings if they are deemed to impact the professional appearance of BCIT campuses.
6. Repair costs as a result of not following these guidelines will be the responsibility of the posting individual, school, or department.

Building Interiors

Artwork in Public Spaces - All proposed artwork in public spaces is to be reviewed and installed by Campus Planning and Facilities.

Artwork in Private Offices - Artwork is allowed to be installed in a personal workspace within an enclosed office or cubicle. Contacted Facilities to install artwork in private offices.

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Awards and Trophies - Awards and Trophies are to be placed in the Dean/Associate Dean or Director's office or interior departmental reception area. They should be placed in a designated display case approved by Campus Planning and Facilities. All display cases should have a professional appearance and be maintained.

Banners - In very special circumstances and only with the approval of the Signage Committee, may banners be temporarily hung in BCIT buildings. '

BCIT Info Tackboards - All BCIT announcements, promotions, notices, etc., should be placed on the BCIT Info tackboards. All postings will be removed at the end of each academic term. Marketing and Communications has a digital sign system to post BCIT info. It is recommended that BCIT info be posted to the digital platform instead of tackboards.

BCITSA Tackboards - All new tackboard requests will be reviewed by Campus Planning and Facilities. Posting on BCITSA bulletin boards must follow the [BCITSA Posting Guidelines](#). *Reference: SL-7 - Poster Policy*. BCITSA maintains their tackboards.

Classroom Notification - Temporary notices to classes, such as room changes or class cancellations, should be placed in a permanent sign holder. Standard sign holders can be ordered through Campus Planning. If there is no permanent sign holder, the notice may be placed on the door of the affected classroom and must be removed at the end of the day/class.

Commercial Purposes - Postings from commercial enterprises are not permitted without the prior approval of BCIT's Marketing and Communications and/or Corporate Services. Marketing and Communications has a digital system for paid advertisement.

Departmental and School Tackboards - All departmental and school tackboards should have a professional appearance and be maintained. New tackboard requests will be reviewed by Campus Planning.

Digital Display Kiosks - BCIT has various digital display kiosks that can be requested via the department, school, or through Marketing and Communications. The proposed location of new digital display kiosks will need approval by the Sign Committee.

Memorial/Naming/Tributes/other Donor Recognition - All memorial, naming, tributes and other donation requests must be approved by the BCIT Foundation. The [BCIT Foundation Naming Privileges](#). *Reference: Naming Policy 3002*. Campus Planning will work with the Foundation on reviewing and approving the location of any donor recognition.

Permanent Postings and Signage - Permanent postings will be reviewed by the Signage Committee.

Public Tackboards - Posting on common bulletin boards must include contact information and the date posted. Notices on common tackboards will be cleared after 1 month from the date of posting. Any postings excluding this information will be removed. All postings will be removed at the end of each academic term.

Sandwich Boards and Freestanding Signs - Sandwich boards are discouraged as they are a tripping hazard. The location of signs should not impede pedestrian walkways by blocking entrances, emergency exits, as well as pedestrian and vehicle routes. Sandwich boards and other freestanding signs will need approval by the Signage Committee.

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Signage for Events - Approved events requiring signage are to be requested and coordinated by BCIT's Marketing and Communications department at least one week before the event.

Urgent Notices and Critical Wayfinding - During urgent events (i.e. building system failures) or when critical wayfinding is required, temporary notices will be placed in the vicinity of the area. Avoid affixing to drywall if possible. These temporary, just-in-time communication notices require a contact name/department and posting date to be visible. The posting individual/department is also responsible for the removal of the notices.

Building Exterior

Banners - In very special circumstances and only with the approval of the Director of Campus Planning, may banners be temporarily hung on BCIT buildings. Large outdoor banners will need approval by the City of Burnaby and must comply with the BCIT Master Sign Plan.

Postings - Postings shall not be attached to building exteriors, wayfinding, or parking signage.

Urgent Notices and Critical Wayfinding - During urgent events (i.e. building system failures) or when critical wayfinding is required, temporary notices will be placed in the vicinity of the area. These temporary, just-in-time communication notices require a contact name/department and posting date to be visible. The posting individual/department is also responsible for the removal of the notices.

Grounds

Directional Traffic Signage - Temporary directional signs shall be authorized through Campus Planning and Facilities and BCIT Safety, Security, and Emergency Management.

Postings - Postings shall not be attached to trees, lamp standards, outdoor furniture, traffic controls, building signs, directional signs, warning signs or other outdoor fixtures and structures. No postings (excluding parking fines and warnings) are to be placed on vehicles parked on BCIT grounds.

Sandwich Boards and Freestanding Signs - Sandwich boards are discouraged as they are a tripping hazard. The location of temporary signs should not impede pedestrian walkways by blocking entrances, emergency exits, as well as pedestrian and vehicle routes. Sandwich boards and other freestanding signs will need approval by the Signage Committee.

Signage for Events - BCIT approved events requiring signage are to be requested and coordinated by BCIT's Marketing and Communications department at least one week before the event.