

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 99:003	Supersedes Policy Number: II:03:02
Date: August 1, 1986	Dated: May 21, 1984
Subject: Bulletin Boards	
Initiating Authority: Vice President for Development	TBR Policy/Guideline Reference:
Approved: President: Signature on File	

General

Bulletin boards are generally distributed throughout the campus. Certain bulletin boards are for general information while others are limited to specific purposes. Each bulletin board will be permanently designated as to its purpose or departmental priority.

Responsibility

Whether a bulletin board is for general usage or for a specific purpose, it will be posted with the name and office location of the individual having responsibility for maintenance and orderly display of the information contained thereon. Any person desiring to place announcements or other information on any bulletin board must obtain the approval of the person named on that board as the approving authority. The approving authority shall initial and date the information being posted. The approving authority shall also be responsible for removing any information after its intended function has been served.

Limitations for Posting Announcements

The posting of announcements on walls, windows, or other building structures not specifically designed for such information is prohibited. Whenever portable announcement boards are utilized, the approving authority named on the bulletin board nearest the proposed location of the portable board must approve the proposed location.

This policy shall be posted on each permanent bulletin board on the University campus. The information called for above shall be provided in the spaces below.

PERSON RESPONSIBLE FOR THIS BULLETIN BOARD
(approving authority) _____

OFFICE LOCATION _____