

# Winthrop University Posting Guidelines

<u>BLDNG.</u>	<u>OPEN BULLETIN BOARDS</u>	<u>APPROVAL PROCESS</u>	<u>LIMITATIONS</u>	<u>TIME LIMITS</u>	<u>REMOVAL</u>	<u>CONTACT INFORMATION</u>
Bancroft	Non-departmental boards	None	No tape on walls, doors, chalkboards. No posting on the glass windows of exterior doors.	None	By Organization	Elizabeth Oswald x2209
Byrnes	Front Glass cases	106 CMUS	Theatre/Music Dept. postings take precedence	2 weeks advance	By Organization	Chris O'Neill x4679
Dacus Library	Main Floor Foyer & 2 <sup>nd</sup> Flr.	Dean's Office	Must be Neat and Legible	Min. 7 days	By Building Manager	Circulation x4502
DiGiorgio Campus Center	4 throughout building	Information Desk	Must give to Information Desk, who will post. No postings outside or on doors, windows, glass...	Posted 10 days max.	By Building Manager	Billy Dahlgren x2248
Johnson	1st Floor Green Room	Dept. Office 115	Neat and legible; no postings outside or on doors; nothing with alcohol consumption or drugs. NOT taped on walls, doors, chalkboards, bathrooms...	NONE	By Organization or Building Manager after 1 week.	Ramona Kundl x2287
Kinard	Non-departmental boards on all floors	NONE	No tape on walls, doors, chalkboards, bathrooms, etc. No posting on the glass windows of exterior doors	NONE	By Building Manager	Amanda Hackney x3553
Dalton Hall /Life Science	One labeled bulletin board on each floor of the classrooms.	Room 202	No tape on walls, doors, glass, chalkboards, bathrooms, etc. must be date sensitive.	Will post for 10 days	By Organization	Wendi Hevelow x6421
McLaurin/Rutledge	Any unlabeled boards in either building	Room 122 or 133	No business advertisements	After Event	By Organization	Jamilyn Larsen/Susan Currence x2323
Music Conservatory	Across from 107	Room 129	NONE	NONE	By Building Manager	Donna Guerra x6156
Owens Hall	Basement near elevator	NONE	No tape on walls, doors, chalkboards, bathrooms, etc.	NONE	By Organization	Rosanne Wallace x3300
Sims	Beside the vending machines.	Sims 101	No tape anywhere in the building, no posting in classrooms or on whit boards, no posting on professors offices. Material deemed questionable will be removed.	Remove by the following day.	By Organization	Lee Miller x4922
Thurmond	One by 107, two in front of 3rd floor computer lab.	Room 228	Boards not large, so use small postings	NONE	By Building Manager	Chris Holloman x2186
West Center	1 board in first floor student lounge	Room 211	Posting may only take place on the student lounge bulletin board and must be approved by building manager	10 Days	By Building Manager	Nicole Merchant x2198
Withers	Snack room	Room 106	NONE	NONE	By Building Manager	Karen Miller x2151