



**SOP for Posting and Distribution of Notices,  
Advertisements, Newspapers and Periodicals on  
Algonquin College Campuses (SOPAC)**

**Appendix to Directive C-8**

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# 1. Rules and Regulations

## 1.1 Logistics

### 1.1.1 General Guidelines

#### 1.1.1.1. General Interest/Flea Market Boards

- a) All notices posted on the GENERAL INTEREST boards must be stamped with the Info-Algonquin visa (no photocopies).
- b) Notices/posters are to be submitted to Info-Algonquin for approval 24 hours prior to posting.
- c) A request for posting approval form must be filled out and submitted with a copy of the item to be posted. Forms are available at Info-Algonquin.
- d) Only one poster per board will be allowed.
- e) Notices can be posted for up to four (4) weeks or until the day after the event, whichever comes first.
- f) Departmental posters can be posted for a period of one (1) semester.
- g) Only students currently enrolled at Algonquin College may post articles for sale on the nine (9) FLEA MARKET boards.
- h) Notices/posters are to be posted on general interest/flea market boards only. Under no circumstances are notices/posters to be taped or affixed to walls

#### 1.1.1.2. Corporate/Commercial Advertising

- a) The College Ancillary Services Marketing Office must receive and approve all materials a minimum of 10 business days before they are displayed. The College Ancillary Services Marketing will reject advertising pieces that conflict with College values and/or compete with College services.
- b) Approval of ads may take up to one week.
- c) Ads submitted with ineligible copy will not be accepted.
- d) Algonquin College has the sole authority to choose display locations in order to monitor fire regulations.
- e) All ads must further and not diminish the professional atmosphere at the College.
- f) Ads will be circulated to other managers within College Ancillary Services should additional opinions on an ad be required before approval or should an ad possibly conflict with one of their product/service offerings.

## **1.1.2 Liquor**

### **1.1.2.1. General Interest/Flea Market Boards**

- a) In accordance with the Liquor License Act (1975), advertising the price of liquor outside a licensed area is prohibited, and therefore will not be permitted on any bulletin boards.

### **1.1.2.2. Corporate/Commercial Advertising**

- a) Ads cannot promote alcoholic products. Ads that promote safe drinking and/or driving will be permitted assuming they meet all the other approval requirements.

## **1.1.3 Offensive Content**

### **GUIDELINES FOR DETERMINATION OF OFFENSIVE MATERIAL PERTINENT TO DISPLAY OF MATERIAL ON BULLETINS BOARDS:**

#### **A. Religious, Racial**

Any material that includes demeaning remarks or inappropriate comments about race, religion or cultural differences. (e.g. clothing/dress/accents)

#### **B. Sexual**

Any material of a gender-related or sexual nature that is offensive, intimidating or hostile that includes demeaning remarks, gestures, jokes, slurs, etc., or that discriminates based on sex, gender or gender identity.

#### **C. Political**

Any material that includes demeaning remarks or inappropriate comments about political affiliation.

#### **D. Violence**

Any material that is abusive, demeaning or threatening including derogatory remarks, gestures or belittling pictures.

*The above guidelines will be used by the Director of Public Relations and Communications, General Manager of the College Marketing Group, the Director/Manager of College Ancillary Services, or their designates, in the determination of what is appropriate/inappropriate material for placement on College bulletin boards and public spaces.*

*The above staff/designates, on behalf of Algonquin College, reserve the right to refuse any posting at their discretion.*

**1.1.3.1. General Interest/Flea Market Boards**

- a) Posters should be tasteful and not have the propensity to be offensive to anyone.
- b) Notices may not contain any nudity that would be seen as explicit.
- c) Notices will not be accepted if they promote, feature, or display illegal items. i.e. drugs, drug paraphernalia, weapons.

**1.1.3.2. Corporate/Commercial Advertising**

- a) Advertisements may not contain any nudity that would be seen as explicit.
- b) Ads involving contraceptives will be accepted so long as they promote healthy relations and are not unduly explicit in nature.
- c) Ads will not be accepted if they promote, feature, or display illegal items. i.e. drugs, drug paraphernalia, weapons.

**1.1.4 Contact Information**

**1.1.4.1. General Interest/Flea Market Boards**

- a) All notices must have an ON-CAMPUS extension, should people have questions/concerns regarding the posting.

**1.1.5 Off-campus Postings**

**1.1.5.1. General Interest/Flea Market Boards**

- a) Under no circumstances will off-campus notices be permitted unless they can be defined as being awareness-oriented. As with all notices, an ON-CAMPUS contact number must be clearly indicated on the poster.

**1.1.6 Staple Size/Usage of Tape**

**1.1.6.1. General Interest/Flea Market Boards**

- a) Only staples may be used to post notices. Staple usage must be limited to regular size staples - no industrial sized staples may be used on the bulletin boards.
- b) Tape is not to be used under any circumstance.

**1.1.7 Poster Size**

**1.1.7.1. General Interest/Flea Market Boards**

- a) No postings shall be smaller than 4.25" x 8.5" or larger than 11" x 17" unless approved by the General Manager of the College Marketing Group (exceptions include on-campus services i.e. Bookstore, Computer Store,

Food Services, etc.).

## **1.1.8 Departmental Postings**

### **1.1.8.1. General Interest/Flea Market Boards**

- a) Athletics, Departmental, Students= Association and Health Services bulletin boards are off-limits unless permission has been obtained from these departments. Departmental posters require the Departmental Info-Algonquin visa and are not permitted on GENERAL INTEREST boards.
- b) All publicity from College departments and service areas, for events, promotions, general information, etc., MUST include the official Algonquin College logo.

## **1.1.9 Proof of Current Enrolment**

### **1.1.9.1. General Interest/Flea Market Boards**

- a) A copy of all posters is kept on file at Info-Algonquin until the date of expiration. When applying for the visa, a student number/student ID card may be requested to show proof of current enrolment at Algonquin College.

## **1.1.10 Departmental Approval**

### **1.1.10.1. General Interest/Flea Market Boards**

- a) In accordance with an agreement between Info-Algonquin and Employment Services, companies offering Algonquin College students employment, MUST obtain approval/signature on one poster by an Employment Services Officer (C226), before Info-Algonquin will authorize the posting.

### **1.1.10.2. Corporate/Commercial Advertising**

- a) Ads involving medical or health related products or services must be approved by Health Services to ascertain the validity of the copy.

## **1.1.11 Student Club Postings**

### **1.1.11.1. General Interest/Flea Market Boards**

- a) Clubs registered with the Students= Association requesting permission to post on GENERAL INTEREST boards must display the following:
  - *the official name of the club.*
  - *the Students= Association stamp affixed to one copy of the proposed poster/announcement.*

## **1.1.12 Language**

### **1.1.12.1. Corporate/Commercial Advertising**

- a) Ads must be in English or bilingual (English-French).

## **1.1.13 Conflicts of Interest**

### **1.1.13.1. Corporate/Commercial Advertising**

- a) Ads cannot reflect products that are in direct competition with any product/service at Algonquin College. This includes academic services and College Ancillary Services.
- b) Ads cannot reflect products that compete with exclusivities granted by the College. e.g. Coca-Cola.
- c) Ads will not be approved if they imply either directly or indirectly an endorsement by the College or any of its departments.

## **1.1.14 Off-Campus Housing**

### **1.1.14.1. General Interest/Flea Market Boards**

- a) Postings for off-campus housing will not be permitted on General Interest Boards or Flea Market Boards. All postings for off-campus housing must go through the Students' Association to be posted on their website for a \$20 fee.

## **1.1.15 Graphics Standards**

### **1.1.15.1. General Interest/Flea Market Boards**

- a) Any use of the College logo must be in accordance with Algonquin's Graphic Standards.

## **2. Preventative Measures**

### **1.1.15.2. General Interest/Flea Market Boards**

- a) Posting of a notice on each board stating one posting per board will be permitted and must be stamped with an Info-Algonquin visa, otherwise, it will be removed.
- b) Rules and regulations to be made available and accessible for staff/students via the College website.

## **3. Methods of Redress**

### **1.1.15.3. General Interest/Flea Market Boards**

- a) Individuals who have not complied with any aspect of this College policy will be asked to do so. Students who are in violation of this policy, particularly those distributing commercial literature in any manner (this includes leaving literature about the campus, handing out literature, placing material in lockers, under residence doors or on car windshields, etc.), will be given a warning and required to remove all such materials from College property. Should they persist or fail to remove their materials, or are in violation a second time; a request will be made to the appropriate Dean or Deans to institute proceedings under the Student Misconduct Policy.
- b) Any posting that does not have the Info-Algonquin visa will result in immediate removal.
- c) Postings causing damage to College property will be referred to Safety and Security Services.

## **4. Responsibility for Regulation and Maintenance of Bulletin Boards**

### **1.1.16 Departmental Boards**

- 1.1.16.1.1. Academic and Administrative Departments are responsible for the identification, updating, regulation and maintenance of their own bulletin boards on all campuses.

### **1.1.17 Students' Association and Athletics Boards**

- 1.1.17.1.1. The Students' Association takes responsibility for all Students' Association and Athletics bulletin boards on the Woodroffe and Pembroke campuses.

### **1.1.18 General Interest and Flea Market Boards**

#### **1.1.18.1. Woodroffe**

- 1.1.18.1.1. Info-Algonquin approves all notices for the General Interest and Flea Market boards. The College Marketing Group keeps these boards current. Info-Algonquin will provide a stamp of permission for all notices meeting College guidelines.

#### **1.1.18.2. Pembroke**

- 1.1.18.2.1. Community and Student Affairs approves notices for the General Interest and

Flea Market boards and are responsible for keeping these boards current.

### 1.1.18.3. Perth

- 1.1.18.3.1. The Administrative Office approves notices for the General Notice Boards. The Office also keeps these boards current.

## 5. Directory of Advertising and Sponsorship Opportunities at Algonquin College

<u>Type of Advertising or Sponsorship</u>	<u>Contact Department</u>
a. Sign Contracts	College Marketing Group
b. Newspaper Vending	College Ancillary Services
c. Bicycle Racks	College Ancillary Services
d. Washroom Advertisements	College Ancillary Services
e. The Algonquin Times (student newspaper)	The Algonquin Times
f. The Instaguide (student handbook)	Student Services
g. CKDJ (student radio station)	CKDJ Office
h. Student Affairs and Orientation Events/Kits	Student Services
i. Alumni Events / Alumni Publications (AlumNet)	Alumni Office
j. Fundraising Events	Foundations Office
k. Bursaries, Awards and Scholarships	Financial Aid
l. Corporate Events and Sponsorships	College Marketing Group
m. Glue (a student magazine)	Glue Office
n. Athletics Publications and Events	Students' Association
o. Other	College Ancillary Services

## 6. Newspaper Distribution at Woodroffe Campus

- 1.1.18.3.2. All publications seeking circulation on campus must receive approval through the College Ancillary Services Marketing Office.
- 1.1.18.3.3. As of January 1, 2005 any publications found on campus that are not previously approved will be disposed of immediately. This includes publications, racks and advertising tools of any kind. Approved racks will be labeled as such by the College.
- 1.1.18.3.4. To be included on the approved publication list, publications must comply with the following:
- The publication must be reviewed by College Ancillary Services Marketing Department and deemed appropriate for circulation on campus.
  - Publications must provide and make use of their own displays. Displays must look professional and tidy at all times. The use of any Algonquin College fixtures for display of outside publications will not be tolerated at any time.

- c) Displays must remain stocked and clean. A display that is empty for any prolonged period of time will be removed and its associated publication removed from the approved publications list.
- d) External publications will pay an annual fee of \$250.00 per publication. Payment must be made in full at time of contract signing.
- e) Rack locations will be identified by the College.
- f) Algonquin College has the authority to cancel a contract with a publication, at any time, should the publication conflict with College values and/or compete with College services. Should any of the conditions be violated the publication will receive 10 business days notification to collect its displays and publications before they are considered abandoned. No refund will be issued.

## 7. Approval Process

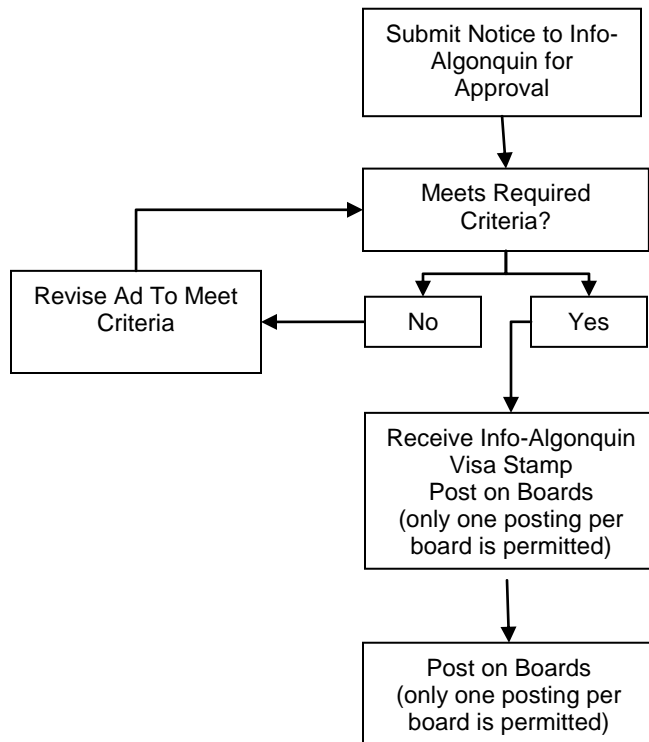
### 7.1 General Interest/Flea Market Boards

#### 7.1.1 Departmental Postings

#### Approval Process for Departmental Postings General Interest/Flea Market Boards

All postings must adhere to the following:

- Contact information
- Department clearly identified
- College logo
- Content is tasteful and inoffensive
- No smaller than 4.25" x 8.5" and no larger than 11" x 7"

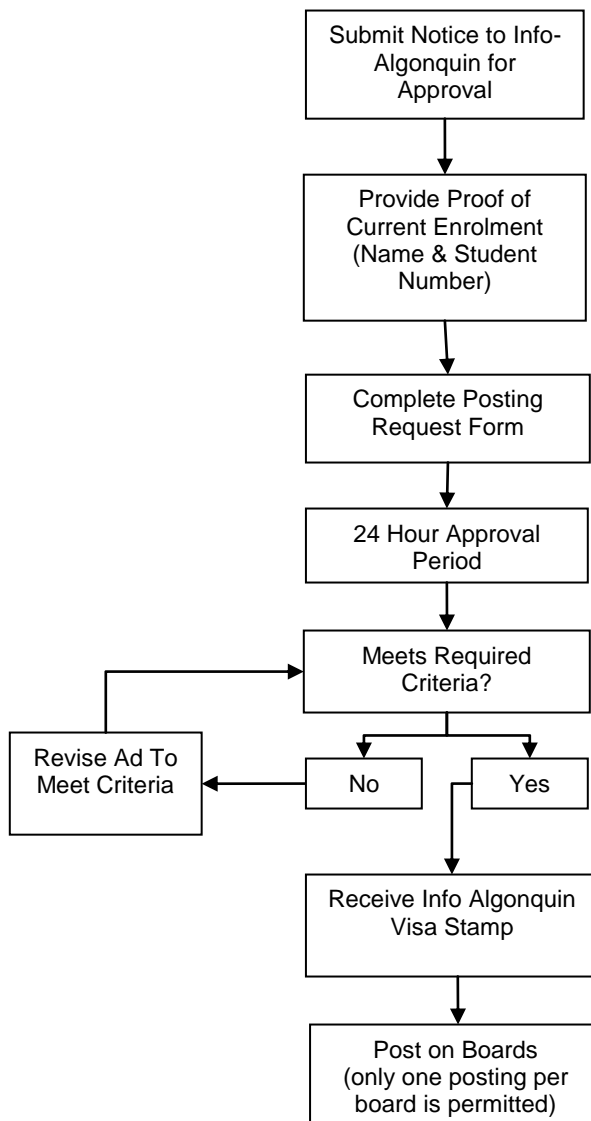


## 7.1.2 Student Postings

### Approval Process for Student Postings General Interest/Flea Market Boards

All postings must adhere to the following:

- Contact information
- Name of program
- No prices of alcoholic beverages
- Content is tasteful and inoffensive
- No smaller than 4.25" x 8.5" and no larger than 11" x 7"



Locations of all Bulletin Boards on Campus  
1. C Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
General Interest		X				6'h x 6'w	Basement	Outside Registrar's Office Contact Centre - C032		X		
Employment Opportunities for Print Media		X				3'h x 4'w		Outside Print Media office - C029	X			
C Building Directory		X		X		4'h x 4'w	1st Floor	Beside Info-Algonquin, main entrance C Building	X			
Health Services		X				2'h x 3'w		Outside Health Services - C141	X			
Info Algonquin Boards x 2		X				3'h x 2'w		Main Lobby of C Building on white pillar by ATM machine	X			
Occupational Health and Safety		X				3'h x 2'w		Main Lobby of C Building on white pillar by ATM machine	X			
Bookstore					X	7'8" h x 5'w		Main Lobby of C Building, just to the right of the staircase	X			
Student Services		X				6'8" h x 4'9" w		Outside women's washroom by The First Cup	X			
Human Resources		X		X		4'h x 6'w		Outside Registrar's Office - C150	X			
New Ad Media Big Board x 1	X					3'7" h x 4'3" w		Outside Registrar's Office - C150	X			
Students' Association x 4		X		X		3'h x 3'9" w		Outside the Students' Association office - C151	X			
Students' Association Upcoming Events		X		X		4'h x 4'w		To the left of the Students' Association office - C151	X			
New Ad Media Mini Boards x 3	X					1'7" h x 1'3" w		C147 - washroom	X			
New Ad Media Mini Boards x 3	X					1'7" h x 1'3" w		C149 - washroom	X			
OC Transpo Bus Map		X				3'h x 6'w		Beside C145	X			
Unmarked		X				4'h x 8'w		Outside C127 (Photography wing)	X			
Photography Job Board		X		X		4'h x 2'2" w		Outside C131 (Photography wing)	X			
Unmarked		X				3'h x 4'w		Nearby C135 (Photography wing)	X			
Health Services		X				3'h x 4'w		Across from the Registrar's Office waiting room			X	\$76.84
Students' Association		X				6'7" h x 6'w		Beside Computer Access Lab C102		X		
New Ad Media Big Board x 1	X					6'h x 4'3" w		Beside C100	X			
Mamidosew in Centre		X				5'h x 3'w	2nd Floor	Beside Test Centre C224	X			
Learning Resource Centre		X		X		4'h x 6'w		Beside Test Centre C224	X			
Library and Information Technician		X				4'h x 8'w		Beside Library and Information Technician office - C212a	X			
Unmarked (OPSEU)		X				2'h x 3'w		Outside C215b	X			
Student Services		X		X		4'h x 2'6" w		Beside C211	X			
Mamidosew in Centre		X				4'h x 6'w		Beside C221	X			
Learning Resource Centre Hours		X				3'h x 2'6" w		Right outside the Learning Resource Centre	X			
OPSEU		X		X		4'h x 4'w		Across and to the left of the Learning Resource Centre	X			
Test Centre		X				6'h x 7'w		Beside the Test Centre - C224	X			
Financial Aid		X				4'h x 8'w		Beside Financial Aid - C225	X			
Financial Aid		X				3'w x 7'h		Beside Financial Aid - C225	X			
Financial Aid		X				3'h x 7'w		Beside Financial Aid - C225	X			
Employment Services (student job postings) x 18		X		X		3'10" h x 3'3" w		Beside Student Services - C226	X			
Employment Services (student job postings) x 6		X		X		6'h x 3'w		Beside Student Services - C226	X			
Counselling Services		X				7'h x 6'w		Beside Student Services - C226	X			
Student Services		X				7'h x 6'w		Beside Student Services - C226	X			
Student Services x 2		X				7'h x 3'w		Beside Student Services - C226	X			
Early Childhood Education		X				4'h x 4'w		Beside School of Health and Community Studies - C230		X		
Developmental Services Worker		X				4'h x 8'w		Beside School of Health and Community Studies - C230		X		
SSW, Nursing, PSW, CYW x 2		X				4'h x 6'4" w		Beside School of Health and Community Studies - C230		X		
New Ad Media Big Board x 1	X					6'h x 4'3" w		Just before the overpass connecting C to J	X			
Bookstore - Closed Cabinet x 3					X	3'h x 3'w		Just before the overpass connecting C to J	X			
Unmarked		X				3'6" h x 2'6" w	3rd Floor	Beside C341		X		
Human Resources		X				4'h x 8'w	4th Floor	Beside Human Resources - C426	X			
Unmarked		X				6'8" h x 4'w		In 4th floor staircase, outside room C430a-c	X			
International Education		X				3'h x 4'w		Outside International Education Centre - C429	X			
Alumni					X	4'h x 6'w	5th Floor	Outside Rosser Board Room - C539	X			
General Interest		X				4'h x 4'w		Across from C548	X			

2. B Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Health Services		X				3'h x 4'w	1st Floor	Beside The Beacon - B186			X	\$76.84
OPSEU		X		X		4'h x 4'w		Beside B101 and the elevator	X			
B Building Edifice		X		X		4'h x 6'6" w		Beside B101 and the elevator	X			
General Interest		X				4'h x 4'w		Beside B111 and across from the elevator		X		
New Ad Media Big Board	X					6'h x 4'3" w		Nearby B111 and the elevator	X			
Students' Association		X				4'h x 8'w		In the Rotunda and to the left of the Portable Feast		X		
General Interest		X				6'h x 6'6" w		In the Rotunda and to the right of the Portable Feast		X		
Unmarked		X				4'h x 4'w		Beside office B114	X			
New Ad Media Mini Boards x 3	X					1'7" h x 1'3" w		B118 - w ashroom	X			
General Interest		X				6'6" h x 6'w		Beside B119	X			
Unmarked		X				4'h x 4'w		Beside office B124	X			
New Ad Media Mini Boards x 4	X					1'7" h x 1'3" w		B131 - w ashroom	X			
General Arts and Science		X				4'h x 6'w		Beside classroom B132	X			
General Interest		X				6'6" h x 6'w		Beside classroom B140	X			
Unmarked		X				4'h x 4'w		Across from office B137d	X			
Pastoral Services		X				4'h x 4'w		Beside Pastoral Services in room B139a	X			
Unmarked		X				4'h x 4'w		Beside office B137a	X			
Unmarked		X				4'h x 4'w		Beside classroom B133	X			
Students' Association		X				6'h x 6'6" w		Beside classroom B130	X			
Unmarked		X				4'h x 4'w		Beside B145	X			
General Arts and Science		X				4'h x 4'w		Across from GAS office B146s	X			
Unmarked		X				3'6" h x 6'w		Beside B148	X			
SA		X				6'h x 6'6" w		Beside classroom B149		X		
General Interest		X				6'h x 6'6" w		Beside classroom B149		X		
New Ad Media Mini Boards x 3	X					1'7" h x 1'3" w		B160a - w ashroom	X			
New Ad Media Mini Boards x 4	X					1'7" h x 1'3" w		B160b - w ashroom	X			
Unmarked		X				6'h x 6'6" w		Across from B165 and the elevator	X			
Students' Association		X				6'h x 6'6" w		In the Rotunda by the microwaves and room B170	X			
Flea Market		X				6'h x 6'6" w		In the Rotunda beside room B182		X		

Algonquin College Directive – Commercial Vendors, Posting of Notices, and Distribution of Advertising/Newsaper

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
School of Business		X				4'h x 8'w	2nd Floor	Near B286 at the top of the main set of stairs	X			
Athletics		X				4'h x 4'w		Near B286 at the top of the main set of stairs		X		
Cork Board Strip		X				2'h x 150'w		On the concrete ledge surrounding the open space to the Rotunda eating area below		X		
Practical Nursing		X				3'h x 4'w		Beside B262	X			
New Ad Media Mini Boards x 3	X					1'7"h x 1'3"w		B263 - washroom	X			
New Ad Media Mini Boards x 3	X					1'7"h x 1'3"w		B264 - washroom	X			
General Interest		X				4'h x 8'w		Beside B253	X			
Health Studies		X				4'h x 2'w		Outside of B253a&b	X			
Employment Opportunities		X				4'h x 6'w		Beside B251 near the exit and stairw ell	X			
Unmarked		X				4'h x 3'h		Beside B250	X			
Unmarked		X				3'6"h x 5'w		Beside B243	X			
BSc Nursing		X				6'6"h x 6'w		Beside B240	X			
Unmarked		X				3'h x 4'w		Beside office B237b	X			
Unmarked		X				4'h x 4'w		Beside office B237a	X			
Unmarked		X				2'h x 3'w		Beside office B234d	X			
BSc Nursing		X				4'h x 6'w		Beside classroom B233	X			
Nursing		X				3'h x 4'w		To the left of B230	X			
Nursing		X				6'6"h x 6'w		To the right of B230	X			
Unmarked		X				2'h x 3'w		Beside office B225a	X			
Unmarked		X				3'h x 4'w		Beside office B222d	X			
Unmarked		X				3'h x 2'w		On the office door of B222c (Harold Smith)	X			
Unmarked		X				2'h x 5'w		Beside B222a	X			
Massage Therapy		X				4'h x 4'w		Across from office B215d	X			
School of Health and Community Studies Gen Info		X				4'h x 4'w		Beside office B215b	X			
BSc Nursing		X				4'h x 4'w		Beside classroom B202	X			
Students' Association		X				4'h x 8'w		Beside B292		X		
Flea Market		X				4'h x 3'w		Beside B292		X		
General Interest		X				6'6"h x 6'w		Across from B210		X		
Unmarked		X				4'h x 4'w		Beside B261	X			
Unmarked Closed Cabinet		X		X		3'h x 4'w		Beside B249	X			
Massage Therapy		X				4'h x 6'w	Beside B221	X				

Algonquin College Directive – Commercial Vendors, Posting of Notices, and Distribution of Advertising/Newspaper

TYPE OF BOARD	Bulletin	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
	Board										
Students' Association	X				6'6"h x 6'w	3rd Floor	Beside B336	X			
Unmarked	X				3'6"h x 6'w		To the right of B374	X			
General Interest	X				4'h x 4'w		To the left of B374	X			
Service Course Notice Board	X				2'h x 5'w		Beside B302	X			
Law Clerk/Office Admin	X				4'h x 8'w		Near by B355	X			
Unmarked Closed Cabinet	X		X		3'h x 4'w		Beside B339	X			
General Interest	X				6'6"h x 6'w		Beside B340	X			
General Interest	X				6'6"h x 6'w		By the vending machines and across from B355	X			
Unmarked	X				4'h x 4'w		Outside of B351	X			
Office Admin - General	X				1'6"h x 2'w		Right side of office B347a	X			
Office and Legal Studies Dept.	X				4'h x 4'w		Left side of office B347a		X		
Office Admin - Legal/Exec	X				2'h x 3'w		Beside office B344d	X			
Law Clerk	X				1'6"h x 2'w		Beside office B344b	X			
Unmarked	X				2'h x 3'w		Beside B337d	X			
Office and Legal Studies Dept.	X				4'h x 4'w		Beside B337a	X			
Unmarked	X				2'h x 3'w		On the office door of B336 (Ian McMaster)	X			
Unmarked (like Academic)	X				2'h x 3'6" w		Beside office B334b	X			
Unmarked	X				6'6"h x 6'w		Beside classroom B330	X			
Unmarked	X				4'h x 4'w		Beside office B325a	X			
Unmarked	X				3'h x 3'6" w		Beside office B322d	X			
Unmarked	X				2'h x 1'6" w		On the office door of B322d	X			
Unmarked	X				2'6" h x 1'6" w		On the office door of B322c	X			
Unmarked	X				6'6" h x 6' w		Beside classroom B319	X			
Unmarked	X				3'h x 2' w		On the office door of B315c	X			
Unmarked	X				1'6" h x 2' w		On the office door of B317a	X			
Unmarked	X				4'h x 4' w		Beside office B315a	X			
Unmarked	X				3'h x 3'6" w		Beside office B314	X			
Service Group School of Advanced Technology	X				3'h x 2' w		Beside B311	X			

Algonquin College Directive – Commercial Vendors, Posting of Notices, and Distribution of Advertising/Newspaper

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost	
Unmarked		X				4'h x 4'w	4th Floor	Beside office B415a	X				
Unmarked		X				6'6"h x 6'w		Beside office B419	X				
Unmarked		X				4'h x 4'w		Beside office B420a	X				
Financial Services Major		X				4'h x 4'w		Beside office B426a	X				
Unmarked (Academic?)		X				4'h x 4'w		Beside office of B426b	X				
General Business		X				4'h x 4'w		Beside office of B426c	X				
HR Management Program		X				4'h x 4'w		Beside office of B426d	X				
Unmarked		X				4'h x 4'w		Beside office B428	X				
Unmarked		X				6'6"h x 6'w		Beside classroom B430	X				
Unmarked		X				4'h x 4'w		Beside classroom B432	X				
Academic Student Success		X				4'h x 4'w		To the left of office B434c	X				
Academic Student Success		X				4'h x 3'w		To the right of office B434c	X				
Faculty Board		X				4'h x 4'w		To the left of office B436	X				
Faculty Board		X				4'h x 4'w		To the right of office B436	X				
Marketing and Management Studies		X				2'h x 3'w		Beside office B437b	X				
Job Postings (Academic)		X				4'h x 8'w		Beside B438	X				
Exam Schedule Board - School of Business		X				4'h x 4'w		Across from office B437d	X				
Unmarked		X				6'6"h x 6'w		Beside classroom B440	X				
Unmarked		X				4'h x 4'w		Beside office B443	X				
Unmarked (Academic?)		X				4'h x 4'w		Across from office B444a	X				
Unmarked (Academic?)		X				4'h x 4'w		Beside office B444c	X				
Unmarked		X				4'h x 4'w		Beside office B447a	X				
TES/FL		X				4'h x 3'w		Beside B450	X				
ESL Timetable Board		X				4'h x 4'w		Beside B449	X				
International News Board		X				3'h x 5'w		By B442 in the Language Institute waiting area	X				
Language Institute					X	3'6"h x 6'w		Beside Language Training Centre Lab B453	X				

### 3. A Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Flea Market		X				4'h x 36"w	1st Floor	Beside A131		X		
General Interest		X				3'6"h x 4'w		Beside A128		X		
Veterinary Technician Program		X				3'h x 4'w		Beside A130c	X			
New Ad Media Mini Board x 6	X					1'7" h x 1'3" w		A131 - washroom	X			
New Ad Media Big Board x 1	X					6'h x 4'3" w		Across from Gymnasium - A121F and near staircase	X			
Unmarked		X				3'6" h x 12" w		Across from Gymnasium - A121F and near staircase	X			
Algonquin Thunder Scoreboard		X		X		3'2" h x 4'2" w		Across from Gymnasium - A121F	X			
Unmarked		X		X		3'8" h x 12" w		Outside Gymnasium - A121F	X			
New Ad Media Mini Board x 5	X					1'7" h x 1'3" w		A115 - washroom	X			
General Interest		X				4'h x 8'w		Beside A116	X			
Health Services		X				4'h x 8'w		Beside A116a	X			
New Ad Media Mini Board x 3	X					1'7" x 1'3" w		A101 - washroom	X			
Mechanical Engineering Technologist		X				3'6" h x 5'4" w		Beside A102	X			
Photonics Engineering		X				7'h x 3'w		Beside A105a	X			
Electrical Engineering Technician		X				4'h x 4'w		Beside A103	X			
Mechanical		X				4'h x 4'w		Beside A104a	X			
Electro-Mechanical Studies		X				4'h x 4'w		Beside A104	X			
General Interest		X				4'h x 4'w		Across the hall from A109 in the Architecture wing	X			
Students' Association		X				4'h x 4'w		Across the hall from A109 in the Architecture wing	X			
Unmarked		X				3'h x 4'w		Beside A109	X			
A Block Directory		X		X		5'h x 4'w		Beside A109a	X			
Transportation and Building Trades					X	4'9" h x 9'w		Across from A111	X			
Unmarked - Academic		X				3'h x 2'w		On the door of A111	X			
Unmarked - Academic Message Board		X				1'6" h x 2'w		On the door of A111a	X			
Unmarked x 2 - Academic		X				3'h x 1'4" w		On both sides of entrance to Cabinetmaking	X			
Students' Association		X				4'h x 8'w		Beside A142	X			
Transportation Trades					X	4'9" h x 9'3" w		Beside A143	X			
Mech Tech - Toolmaking & Mech Tech - Prec Mach					X	7'h x 7'w		Beside A139 - Toolmaking Shop	X			
New Ad Media Mini Board x 6	X					1'7" h x 1'3" w		A137 - washroom	X			
General Interest		X				4'h x 8'w		Across from A135	X			
OPSEU		X		X		4'h x 4'w	At four corners, 1st floor of A building, nearby Observatory	X				
Athletics		X				4'h x 8'w	At four corners, 1st floor of A building, nearby Observatory		X			
Cork Board Strip			X			2" h x 48" w	Across from The Observatory		X			
Publishing Centre		X		X		3'h x 5'w	In the hallway towards the Publishing Centre, nearby A180	X				
General Interest		X				4'h x 8'w	Beside the overpass connecting A building and D building		X			
Students' Association		X				4'h x 8'w	Beside the overpass connecting A building and D building		X			
General Interest		X				4'h x 8'w	2nd Floor	In the study hall, 2nd floor of A, overlooking the gymnasium	X			
Unmarked		X				3'6" h x 6'w		Beside Career and College Preparation - A210a	X			
General Interest		X				4'h x 8'w		Across from A213	X			
Students' Association		X				3'h x 6'w		Across from A214	X			
Unmarked - Academic		X				1'6" h x 2'w		Beside A214	X			
Unmarked					X	4'6" h x 9'w		Beside A207	X			
Occupational Health and Safety		X				3'6" h x 3'w		Beside A207	X			
New Ad Media Mini Board x 3	X					1'7" h x 1'3" w		A205b - washroom	X			
New Ad Media Mini Board x 3	X					1'7" h x 1'3" w		A205c - washroom	X			

#### 4. D Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
General Interest		X				4'h x 8'w	1st Floor	Beside the overpass connecting D building and A building		X		
Students' Association		X				4'h x 8'w		Beside the overpass connecting D building and A building		X		
General Interest		X				4'h x 8'w		Nearby First Class Campus Computer Store in D building		X		
Flea Market		X				4'h x 8'w		Nearby First Class Campus Computer Store in D building		X		
Unmarked - Campus Computer Store		X				4'h x 8'w		Outside First Class Campus Computer Store in D building	X			
Clegg Campus Marketing (Grey 2 sided freestanding unit)	X					6'h x 4'w		Outside First Class Bookstore	X			
New Ad Media Big Board x 1	X					3'7"h x 4'3"w		Outside First Class Bookstore	X			
New Ad Media Big Board x 1	X					6'h x 4'3"w		Outside Market Place Food Court and across from Bookstore	X			
Cafeteria Hours		X		X		2'h x 1'8" w		Outside Market Place Food Court and across from Bookstore	X			
General Interest		X				4'h x 8'w		Hall connecting Market Place Food Court and J building		X		
Students' Association		X				4'h x 8'w		Hall connecting Market Place Food Court and J building		X		
Health Services		X				3'h x 4'w		Hall connecting Market Place Food Court and J building	X			
New Ad Media Mini Board x 5	X					1'7" h x 1'3" w		D Building - Food Court Washrooms	X			
New Ad Media Mini Board x 4	X					1'7" h x 1'3" w		D Building - Food Court Washrooms	X			

#### 5. H Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Students' Association		X				4'h x 8'w	1st Floor	Beside H106	X			
General Interest		X				4'h x 8'w		Beside H106		X		
Health Services		X				4'h x 6'w		Beside H104	X			
Festivals and Community Events		X				4'h x 6'w		Beside H106	X			
New Ad Media Mini Board x 4	X					1'7" h x 1'3" w		H107 - washroom	X			
New Ad Media Mini Board x 4	X					1'7" h x 1'3" w		H115 - washroom	X			
Culinary Employment Opportunities		X				4'h x 4'w		Beside H117	X			
Unmarked		X				4'h x 16'w		Across from H105	X			
Restaurant International x 3					X	2'h x 1'9" w		Beside Restaurant International H101	X			
School of Hospitality and Tourism					X	6'h x 8'6" w		Beside H100	X			
Closed Cabinet x 2 for Hospitality & Tourism		X		X		3'6" h x 4'w	2nd Floor	Beside H203	X			
Closed Cabinet x 1 for Hospitality & Tourism		X		X		3'2" h x 3'2" w		Beside H203	X			
Hotel/Restaurant Employment Opportunities		X				4'h x 6'w		Beside H206	X			
Canadian Association of Food Service Professionals/Tourism News Updates		X				4'h x 6'w		Beside H212	X			
Culinary/Wine News		X				4'h x 4'w		Beside H207	X			
Tourism and Travel		X				4'h x 4'w		Beside H208	X			

6. M Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Health Services		X				4'h x 3'w	1st Floor	Beside M101	X			
General Interest		X				4'h x 4'w		Beside M102	X			
Unmarked		X				4'h x 4'w		Down the hall from M112	X			
Horticulture Department		X				4'h x 8'w		Beside M105	X			
Unmarked - Academic		X				TBC	2nd Floor	Outside offices M201, M202, M203				

7. J Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Thunder Scoreboard		X		X		3'2"h x 4'2"w	1st Floor	Beside J104	X			
New Ad Media Mini Board x 4	X					1'7"h x 1'3"w		J105 - washroom	X			
New Ad Media Mini Board x 4	X					1'7"h x 1'3"w		J106 - washroom	X			
Unmarked Closed Cabinet (Student Services?) x 2		X		X		3'h x 4'w		Beside J116	X			
Health and Community Studies					X	4'h x 6'w		Beside offices J117 - J126	X			
General Interest		X				4'h x 8'w	2nd Floor	Beside Career and College Preparation - J205		X		
CCP Student Achievement Award Winners		X		X		4'h x 4'w		Beside J203	X			
Career and College Preparation		X				4'h x 6'6"w		Beside J203	X			
Health Services		X				3'h x 4'w		Beside the overpass connecting J building and N building	X			
Unmarked		X				4'h x 6'w	3rd Floor	Beside J305	X			
Interior Design Time Tables		X				4'h x 8'w		Beside J312	X			
Association of Registered Interior Designers of Ontario (ARIDO) Information Board		X				3'h x 3'6"w		Beside J312	X			
Unmarked (empty)					X	5'h x 5'w		Beside J313	X			

### 8. T Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Unmarked		X				4'h x 4'w	1st Floor	Beside T130	X			
Health Services		X				4'h x 4'w		Beside T130	X			
General Interest		X				4'h x 6'w		Beside T109	X			
Students' Association		X				4'h x 4'w		Beside T109	X			
Athletics		X				4'h x 4'w		Beside T109	X			
Computer Studies		X				4'h x 6'w		Across from T113	X			
Unmarked		X				4'h x 8'w		Across from T113	X			
School of Advanced Technology					X	4'h x 11'w		Beside T114	X			
Flea Market		X				4'h x 4'w		By the photocopiers, around the corner from T117	X			
Unmarked		X				4'h x 6'w		By the photocopiers, around the corner from T117	X			
Students' Association		X				4'h x 8'w		Across from T117	X			
Unmarked		X				4'h x 8'w		Across from T117	X			
Flea Market		X				4'h x 3'w		Beside T119	X			
Athletics		X				4'h x 3'w		Beside T119	X			
Unmarked		X				4'h x 4'w		Beside T119	X			
Flea Market		X				4'h x 5'w		2nd Floor	Beside T202	X		
General Interest		X				4'h x 3'w	Beside T202		X			
Electronics/Photonics Test Board		X				4'h x 4'w	Beside T204		X			
General Interest		X				4'h x 6'w	Down the hall from T218 by photocopiers and staircase		X			
General Interest		X				4'h x 4'w	Down the hall from T218 by photocopiers and staircase		X			
Flea Market		X				4'h x 6'w	Across from T219		X			
Health Services		X				4'h x 6'w	Across from T220		X			
General Interest		X				4'h x 6'w	Beside T229			X		
Students' Association		X				4'h x 6'w	Beside T229		X			
Athletics		X				4'h x 4'w	Around the corner from T230, across from vending machines		X			
Students' Association		X				4'h x 4'w	Around the corner from T230, across from vending machines		X			
General Interest		X				4'h x 8'w	Around the corner from T230, across from vending machines		X			
Geographic Information Systems Program		X				4'h x 4'w	3rd Floor	Beside T336	X			
General Interest x 2		X				4'h x 5'6" w		Beside T336	X			
Flea Market		X				4'h x 4'w		Beside T336	X			
Athletics		X				4'h x 3'w		Beside T336	X			
Photonics Engineering Technology Program		X				4'h x 6'w		Beside T336	X			
General Interest		X				4'h x 8'w		Beside T327	X			
Students' Association		X				4'h x 6'w		Beside T327	X			
Students' Association		X				4'h x 6'w		Across the hall from T320	X			
Computer Studies Department		X				3'h x 4'w		Beside T307	X			
Computer Studies Test Board		X				4'h x 4'w		Beside T310	X			
Computer Studies Department		X				4'h x 8'w		Beside T309	X			
General Interest		X				4'h x 8'w	Beside T304	X				

9. N Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Unmarked		X				4'h x 10'w	1st Floor	Just inside entrance to N (between N and T) by staircase	X			
Unmarked		X				2'h x 3'w		Just inside entrance to N (between N and T) by staircase	X			
Unmarked (Theatre Arts?)					X	4'6"h x 4'w		Beside N117	X			
Television Broadcasting Boards (Unmarked)		X				4'h x 8'w		Outside N116	X			
Audition Notices		X				3'h x 4'w		Outside N115	X			
New Ad Media Big Board x 1	X					6'h x 4'3'w		Beside the elevator on 1st floor of N building	X			
General Interest		X				4'h x 6'w		Beside the elevator on 1st floor of N building		X		
Unmarked		X				4'h x 8'w		Behind the pay phones, across from N110	X			
Health Services		X				3'h x 4'w		Behind the water fountain, across from N110			X	\$76.84
Unmarked		X				4'6"h x 4'w		Beside N128	X			
New Ad Media Mini Board x 4	X					1'7"h x 1'3'w		N107 - washroom	X			
New Ad Media Mini Board x 4	X					1'7"h x 1'3'w		N109 - washroom	X			
Media and Design Board		X				3'h x 4'w		Across from N102	X			
General Interest		X				4'h x 6'w	2nd Floor	Beside N200		X		
Students' Association		X				4'h x 6'w		Across from N213		X		
Unmarked (Academic?)		X				4'h x 8'w		Across from N214	X			
Media/Design Studies x 2					X	5'h x 5'w		Outside N215	X			
Media/Design Studies		X				3'h x 4'w		Beside N215	X			

10. P Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Students' Association		X				4'h x 4'w	1st Floor	Inside lounge - P117	X			
Correctional Worker Program		X				4'h x 4'w		Inside lounge - P117	X			
Occupational Health & Safety		X				2'h x 3'w		Inside lounge - P117	X			
General Interest		X				4'h x 4'w		Inside lounge - P117	X			
Security Management Program		X				4'h x 4'w		Inside lounge - P117	X			
Police Foundations Program		X				4'h x 8'w		Inside lounge - P117	X			
Paramedic Program		X				4'h x 4'w		Outside Ambulance Lab - P124	X			
Unmarked		X				4'h x 4'w		Outside Ambulance Lab - P124	X			
Fire Protection/Firefighter		X				4'h x 8'w		Beside Fire Protection Lab - P126	X			
Unmarked		X				4'h x 4'w		Inside P123	X			
Unmarked		X				4'h x 8'w		Inside P123	X			
Health Services		X				3'h x 2'w	2nd Floor	In student lounge nearby P215	X			

11. F Building

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
General Interest x 2		X				3'h x 4'w	1st Floor	Front entrance of F building	X			
Unmarked		X				8'h x 4'w		Down the hall from F100, across from the vending machines	X			
Unmarked Closed Cabinet - Academic		X		X		4'h x 8'w		Outside F106	X			

12. Residence

TYPE OF BOARD	Commercial Advertising	Bulletin Board	Cork Strip	Show Case	Trophy Case	Approx. Size	LOCATION - FLOOR	LOCATION - WALL	ok	needs clean-up	requires replacement	projected cost
Student Services - Closed Cabinet		X		X		4'h x 6'w	1st Floor	Front entrance of Residence	X			
Various Residence Notice Boards								Front entrance of Residence				
									<b>Total Cost for Replacement</b>			\$230.52

## 8. Request for Posting Approval Form - Example

### Request for Posting Approval

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Posting Attached?  Yes  No

*(Note: Info-Algonquin reserves the right to request 24hrs notice prior to granting approval for any postings on General Interest or Flea Market boards. All fields must be filled out in order for request to be considered. Failure to adhere to the rules and*



### Request for Posting Approval

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Posting Attached?  Yes  No

*(Note: Info-Algonquin reserves the right to request 24hrs notice prior to granting approval for any postings on General Interest or Flea Market boards. All fields must be filled out in order for request to be considered. Failure to adhere to the rules and*





## **10. Summary of Guidelines for Students**

### **General Interest/Flea Market Boards**

- Only students currently enrolled at Algonquin College may post articles for sale on the nine (9) FLEA MARKET boards and require the official Info-Algonquin visa. When applying for the visa, a student number/student ID card may be requested to show proof of current enrolment at Algonquin College.
- All notices posted on the GENERAL INTEREST boards must be stamped with the Info-Algonquin visa (no photocopies).
- Only one poster per board will be allowed.
- Notices can be posted for up to four (4) weeks or until the day after an advertised event, whichever comes first.
- All notices must have an ON-CAMPUS extension should people have questions/concerns regarding the posting. A copy of all posters is kept on file at Info-Algonquin until the date of expiration.
- Departmental posters can be posted for a period of one (1) semester.
- In accordance with the Liquor License Act (1975), advertising the price of liquor outside a licensed area is prohibited, and therefore will not be permitted on any bulletin boards. Posters should be tasteful and not have the propensity to be offensive to anyone. Also, Info-Algonquin reserves the right to request 24hrs notice prior to granting approval for any postings on General Interest or Flea Market boards.
- No postings shall be smaller than 4.25" x 8.5" or larger than 11" x 17" unless approved by the General Manager of the College Marketing Group (exceptions include on-campus services i.e. Bookstore, Computer Store, Food Services, etc.).
- Clubs registered with the Students= Association requesting permission to post on GENERAL INTEREST boards must display the following:
  - 1) the official name of the club
  - 2) the Students= Association stamp affixed to one copy of the proposed poster/announcement.

# 11. Schedule A - Locations of All General Interest Boards

<b>GENERAL INTEREST BOARDS (40 in total)</b>
<b>C Building</b>
Outside Registrar's Office Contact Centre - C032
Across from C548
<b>B Building</b>
Beside B111 and across from the elevator
Beside B119
In the Rotunda and to the right of the Portable Feast
Beside classroom B140
Beside classroom B149
Beside B253
Across from B210
To the left of B374
Beside B340
By the vending machines and across from B355
<b>A Building</b>
Beside A128
Beside A116
Across the hall from A109 in the Architecture wing
Across from A135
Beside the overpass connecting A building and D building
In the study hall, 2nd floor of A, overlooking the gymnasium
Across from A213
<b>D Building</b>
Beside the overpass connecting D building and A building
Nearby the First Class Campus Computer Store in D building
Hall connecting Market Place Food Court and J building
<b>H Building</b>
Beside H106
<b>J Building</b>
Beside Career and College Preparation - J205
<b>M Building</b>
Beside M102
<b>N Building</b>
Beside the elevator on 1st floor of N building
Beside N200
<b>P Building</b>
Inside lounge - P117
<b>T Building</b>
Beside T109
Beside T202
Down the hall from T218 by the photocopiers and the staircase (x2)
Beside T229
Around the corner from T230, across from the vending machines
Beside T336 (x2)
Beside T327
Beside T304
<b>F Building</b>
Front entrance of F building (x2)

## 12. Schedule B - Locations of All Flea Market Boards

<b>FLEA MARKET BOARDS (9 in total)</b>
<b>B Building</b>
In the Rotunda beside room B182
Beside B292
<b>A Building</b>
Beside A131
<b>D Building</b>
Nearby the First Class Campus Computer Store in D building
<b>T Building</b>
By the photocopiers, around the corner from T117
Beside T119
Beside T202
Across from T219
Beside T336