

Winthrop University Posting Guidelines

<u>BUILDING</u>	<u>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. 1 Board 1 st Floor	None	No tape on walls, doors, chalkboards. No posting on the glass windows of exterior doors.	None	By Admin Bancroft 142	x2175
Dacus Library	1 Board: Main Floor Foyer	User's Services Desk	Must be Neat and Legible	Min. 7 days	By Building Manager	x2335
DiGiorgio Campus Center	6 Boards: 1 Ground Floor, 1 adjacent to the Post Office, 1 Main, 3 on 2nd Floor	Info Services Desk	Must give to Information Desk, who will post. No postings outside or on doors, windows, glass.	Posted 10 days max.	By Building Manager	X3293 or x2211
Johnson	1 Board: At back entrance near Hardin Gardens	Room 115 Johnson	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.	x2287
Kinard	All Non-Departmental Bulletin Boards	NONE	No tape on walls, doors, chalkboards, bathrooms, etc. No posting on the glass windows of exterior doors	NONE	By Building Manager	x4160 & x3553
Dalton Hall /Life Science	Building, 10 bulletin boards on each floor of the classrooms.	Admin Coordinator 202 Dalton Hall	No tape on walls, doors, glass, chalkboards, bathrooms, etc. must be date sensitive.	Will post for 10 days	By Organization	x6421
McLaurin/Rutledge	Multiple Boards in both buildings	Room 122 or 133	No business advertisements	After Event	By Organization	x2323
Music Conservatory	Across from 107	Room 129	NONE	NONE	By Building Manager	x6156
Owens Hall	1 Board: Ground Floor	NONE	No tape on walls, doors, chalkboards, bathrooms, etc.	NONE	By Admin Bancroft 142	x2175
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	x4922
Thurmond	Multiple: Rooms 107 & 207 (Student Lounges)	Admin Coordinator/ Admin Room 228	Boards not large, so use small postings	NONE	By Building Manager	x6273 & x6274
West Center	2 Boards: Commuter Lounge & Weight Room	Building Manager: Drop off 2 flyers at lobby desk	Posting may only take place on the student lounge bulletin board and must be approved by building manager	10 Days	By Building Manager	x2140

Withers	5 Boards: Numbered #4, #8, #10, #11, #27	Withers Room 106- 106A: Executive Support/ Facility Manager	NONE	NONE	By Building Manager	x4709 & x4688
Tillman Hall	Four boards: one by the Cashiers office next to RM. 17, Three in the breezeway connecting Tillman to McLaurin Hall	NONE	NONE	NONE	By Organization	NONE at this time
Dinkins Hall	9 Boards: 3 on 1 st Floor (1 at Room 103 & 2 at Room 108); 6 on 2 nd Floor (on each side of the 3 staircases)	Admin for UC-Dinkins Room 209	Neat and legible; no ape on walls or doors.	NONE	By Organization	x3900

Winthrop University Open Access Bulletin Boards

<u>BUILDING</u>	<u>LOCATION</u>	<u>APPROVAL PROCESS</u>
Dacus Library	1 Board: Main Floor Foyer	None
DiGiorgio Campus Center	1 Board: Ground Floor adjacent to Post Office	None
Tillman Hall	1 Board: Breezeway Connecting Tillman Hall to McLaurin Hall	None
Thomson Hall (Dining)	1 Board	None

Please Note: All open access bulletin boards will be labeled to indicate that they are open access bulletin boards