

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: A 2.0
Procedure Title: Distribution of Printed Materials on Campus
Relevant Board Procedure: [F 4.2.1 Student Code of Conduct](#)
Originating Unit: Student Life Office
Maintenance Unit: Student Life Office

- I. Purpose: This procedure establishes the criteria for distribution of printed materials on campus.
- II. Procedure Statement:
- A. The College allows the distribution of leaflets, flyers, announcements, magazines, or other such materials so long as normal College activities are not disrupted. The College will not allow the distribution or display of material that is obscene, libelous, or seeks to incite hostility or violence of a particular ethnic, religious, or racial group or that advocates the deliberate violation of any federal, state or local law. Material that is merely offensive or unpopular or that stimulates controversy shall not be restricted or forbidden.
- B. All materials to be posted on bulletin boards or distributed must be approved by the Student Life Office before posting. Any materials found on official, non-departmental bulletin boards without the Student Life Office approval stamp will be removed.
1. Posters, flyers, and announcements are not to be posted on brick, sheet-rock, handrails, or other areas that might cause damage to property or create a safety hazard.
 2. Placing flyers, leaflets or other printed materials on automobiles in college parking lots is strictly prohibited.
 3. No printed materials will be affixed to doors leading to the outside of campus buildings without the permission of the President's Office. Any item placed on a glass door without the President's Office approval stamp will be removed.
- C. Materials of a personal nature, such as selling of textbooks or rental of apartments, may be posted in authorized areas marked "Personal Notices."
- D. Solicitation on campus is not permitted except for those activities approved by the Student Life Office for fund raising by student organizations. Solicitation is defined as requesting money, taking subscriptions, and selling merchandise or tickets.

- E. Political materials will not be permitted unless the opposing viewpoint is given the same opportunity to distribute or post material.
- F. This procedure will not apply to material distributed to classes by faculty members as part of their instructional activity.

Date Issued: August 11, 2000

Approved: (signed: Enrique Solis)
President

Last edited: October 7, 2010

Student Life Office