

**POLICY ON THE DISTRIBUTION OF
NEWS AND INFORMATION
PUBLICATIONS ON THE CAMPUS**

University Policy No.: IM7400
Classification: Information Management
Approving Authority: Vice President
External Relations
Effective Date: December 2016
Supersedes: September 1997
Last Editorial Change:
Mandated Review: December 2023

Associated Procedures: [Procedures for the Distribution of News and Information Publications on Campus](#)

PURPOSE

- 1.00 This policy provides for the orderly distribution of news and information publications on the campus in accordance with university requirements.

DEFINITIONS

- 2.00 For the purposes of this policy,

“Campus Publications” mean publications produced by officially recognized units, or university organizations or those student organizations recognized by the University of Victoria Students’ Society or Graduate Students’ Society, that are aimed primarily at a University of Victoria audience.

“distribution box” means a container that Facilities Management has approved for use in distributing Campus Publications and/or Off-Campus Publications.

“Off-Campus Publications” mean publications produced by organizations or vendors that are not officially recognized units and are not recognized by the University of

POLICY

- 4.00 Only approved Campus Publications and Off-Campus Publications may be distributed through distribution boxes on the university campus.
- 5.00 All publications distributed on campus must comply with university policies, including the [Policy on Human Rights, Equity and Fairness](#) and the [Discrimination and Harassment Policy](#), as well as the principles of academic freedom.

Application for Approval to Distribute

- 6.00 Applications for approval to distribute news and information publications shall be made in writing to University Communications + Marketing.

6.01 University Communications + Marketing will recommend on each application to a committee comprised of:

- a) Student Services;
- b) Facilities Management;
- c) University Communications + Marketing; and
- d) Equity and Human Rights.

6.02 University Communications + Marketing's recommendation shall be consistent with the standards of the university community, space availability, recycling requirements, whether publications are available elsewhere, the call for such publications on campus, etc.

Distribution for Approved Free Campus Publications

- 7.00 University Communications + Marketing is responsible for the distribution of approved free Campus Publications to university distribution boxes at designated locations on the campus.

Distribution of Off-Campus Publications

- 8.00 The university may provide distribution boxes for approved Off-Campus Publications at locations on the campus designated by Facilities Management.

8.01 Such publications will be distributed by the publication vendor at designated locations.

8.02 The design of the distribution boxes used by Off-Campus Publications must receive prior written approval from Facilities Management.

8.03 The vendors shall be responsible for the maintenance and operation of their respective distribution boxes.

8.04 The university may restrict distribution for Off-Campus Publications that compete with Campus Publications for advertising revenue.

Unapproved Publications

- 9.00 Unapproved publications that are circulated on the campus will be subject to removal.
- 10.00 University Communications + Marketing is responsible for the removal of unapproved publications from the distribution boxes.

AUTHORITIES AND OFFICERS

- 12.00 The following is a list of authorities and officers for this policy:
- a) Approving Authority: Vice President External Relations
 - b) Designated Executive Officer: Vice President External Relations
 - c) Procedural Authority: Vice President External Relations
 - d) Procedural Officer: Executive Director, University Communications + Marketing

RELATED POLICIES AND DOCUMENTS

[Procedures Regarding the Use of Broadcast Email and Other Mass Communications \(IM7200\)](#)

[Discrimination and Harassment Policy \(GV0205\)](#)

[Policy on Human Rights, Equity and Fairness \(GV0200\)](#)

**PROCEDURES FOR THE DISTRIBUTION OF NEWS AND
INFORMATION PUBLICATIONS ON THE CAMPUS**

Procedural Authority: Vice-President External
Relations

Effective Date: August 2016

Procedural Officer: Executive Director, University
Communications + Marketing

