

## Poster Policy

### Document Control

Owner:	Olivia Warbey, Internal Communications and Digital Officer
Contact:	<a href="mailto:internalcommunications@lincoln.ac.uk">internalcommunications@lincoln.ac.uk</a>
Version number:	2.2
Approval date:	September 2024
Approved by:	SLT
Date of next review:	September 2027

### 1. Purpose

- 1.1 This document provides guidance for poster authorisation placement across the University's campuses. It also addresses unauthorised posters and content, as well as damage caused by posters and inappropriate placement.
- 1.2 The policy is designed to support the wellbeing of staff and students, ensure political neutrality and safeguard the commercial interests of the University and the University of Lincoln Students' Union.

### 2. Scope

- 2.1 This policy applies to staff, students and partnering organisations who wish to display posters and flyers across the University's campuses.

### 3. Roles and Responsibilities

- 3.1 The Communications team are the authority on this policy, with its implementation supported by Estates, the Student Support Centre and the Students' Union.
- 3.2 The policy applies to all staff, students, Students' Union staff and visitors to the campus. The University will remove posters/material and reserves the right to explore disciplinary or other relevant action where a contravention of this policy occurs.

### 4. Poster Development and Authorisation

- 4.1 Posters created by staff do not require stamping, however they should adhere to the University's Brand Guidelines. These can be found [here](#) on the Communications, Development and Marketing SharePoint.
- 4.2 Official posters for University and Students' Union venues, such as the Lincoln Arts Centre and Engine Shed, do not require authorisation.
- 4.3 Student posters must be authorised by the Student Support Centre.
- 4.4 The Students' Union manages and authorises posters for clubs and societies.
- 4.5 Posters from partner organisations are permitted on campus once approved by the Director of Communications or a delegated officer.

4.6 No external advertising is allowed on campus. Requests from external organisations must be directed to the Director of Communications. Posters or similar material promoting unaffiliated external organisations, political parties, companies, charities, individuals or activity not aligned directly with the ethos and mission of the University will not be permitted. Staff/students must not enter into any agreement selling space on campus.

4.7 Poster content must not bring the University into disrepute.

4.8 Further guidance can be sought from the Communications team.

## 5. Poster Placement

5.1 Most University buildings have a designated poster area. A full list of poster sites can be found in section 7. These are approved by the Heads of School for relevant buildings. Permission must be sought from the Head of School if posters are to be placed outside the designated poster display areas.

5.2 Most poster sites on the campus are pin boards, which require drawing pins to display posters. However, poster sites such as the ones on either side of the lifts on the ground floor of the Minerva building, require blu/white tack. Tape must not be used to display posters. Posters must not be placed on painted surfaces or on windows.

5.3 Minerva Building: Approved posters may only be placed in designated poster areas such as clip frames, pin boards, or the etched poster holders on the side of the lifts. Any posters placed on any other surface will be removed. Some clip frames have been designated for the use of specific departments only; these areas have been identified as super users, and require permanent promotional areas (Careers Department, Engine Shed, Graduate School, Library, LAC, Marketing, Student Services and the Students' Union). Any poster wrongly displayed in designated areas will be removed by the relevant super user.

5.4 University Library: With the exception of notices displayed for the purpose of Library information and guiding, posters and fliers may not be displayed anywhere in the library.

5.5 Lift Towers and Bridges: Posters are not to be placed on any brickwork or steel works as this damages the surfaces.

## 6. Students' Union Elections

6.1 It should be noted that a large portion of the University poster policy will be exempt to the Students' Union during the Elections period. However, the following rules apply during this time:

6.1.1 Posters are not to be attached on painted surfaces, as they can damage the walls.

6.1.2 Banners must not be hung on the outside of any of the bridges. These pose a serious risk to the railways and wildlife in the Brayford and surrounding areas.

6.1.3 Banners are permitted to be displayed on the balcony of the Minerva Building, but these must be secured to the railings to avoid them becoming loose and becoming a hazard.

6.1.4 Posters must not be placed on any lift doors.

## 7. Poster Sites

7.1 The following buildings/spaces have designated poster sites.

### ❖ **Minerva Building**

- Ground floor lift exterior walls
- Western ground floor pinned notice boards
- Third floor Library Learning Lounge
- Clip frames on each floor on the western and eastern sides near the lifts

### ❖ **Isaac Newton Building**

- By reception on the ground floor
- Poster space between male toilets and Lecture Theatre
- The remaining notice boards in this building are course specific, therefore unrelated posters are not permitted to be displayed

### ❖ **Janet Lane-Claypon Building**

- Poster board in foyer
- The remaining notice boards in this building are course specific, therefore unrelated posters are not permitted to be displayed

### ❖ **Sports Centre**

- Campus news and current opportunities notice board behind the main entrance

### ❖ **Joseph Banks Laboratories**

- Pin boards by the lift lobby areas
- The remaining notice boards in this building are course specific, therefore unrelated posters are not permitted to be displayed

### ❖ **Nicola de la Haye Building**

- Pin boards in the ground floor atrium
- Pin boards on each floor near the lifts

### ❖ **Peter de Wint Building**

- Pin board on the ground floor near the lifts
- Poster space by the Maker Lab on the first floor

### ❖ **David Chiddick Building**

- Pin board near reception
- Clip frames on the sides of two of the columns in the main atrium
- Poster space on the second floor at the top of the stairs
- Pin boards on every floor in the study space

### ❖ **Sarah Swift Building**

- Notice board on the first floor by the technicians hub
- Pin board by printing space in the study space on the first floor

### ❖ **Alfred Tennyson Building**

- Pin boards on the ground floor
- Student notice board on the second floor
- Pin board on the second floor
- Clip frames on the second floor

- Poster space on the third floor near the lift lobby
- The remaining notice boards in this building are course specific, therefore unrelated posters are not permitted to be displayed
  
- ❖ **Arts Bridge**
  - Posters may be displayed on available poster boards using blu-tack or white-tack
  
- ❖ **Witham House**
  - Managed by the Chaplaincy service
  
- ❖ **Riseholme Conference Centre**
  - In the main hallway
  
- ❖ **Lawress Hall**
  - Digital screens only