

Polk State College Procedure

Subject	Reference	Date	Number
Distribution of Literature on Campus	FS1001.64	9/1/09	6057

I. Purpose

To establish guidelines and procedures for individuals and/or groups not affiliated with the College for the distribution of literature and solicitation on the College campuses and centers that support freedom of speech and the exchange of ideas. The college reserves the right to restrict the distribution of literature or collection of signatures if such act interferes with the mission of the college or disturbs the educational or administrative process of the college or conflicts with the rights of other students, faculty or staff members. The college does not review any literature prior to distribution.

II. Definitions

Literature – materials designed to inform. For purposes of this procedure, literature is assumed to be in the form of printed papers, pamphlets, or books and is handed from one person to another. It is not commercial advertising for profit making purposes.

Solicitation – asking for information or signatures that is not commercial advertising for profit making purposes.

III. Procedure

- A. The individual or representative of the group must request approval from the Provost (or Provost’s designate) to distribute literature at least two business days prior to the proposed distribution.
- B. The request should be in writing utilizing the “Request for Approval” form. The requesting person must sign indicating understanding of the rules for distribution and agreement to comply with them, and must indicate date(s) and time(s) of distribution.
- C. The individual(s) approved to be on campus must display the approved PSC Visitor Card which will be obtained when they check in to begin their session. The visitor card will be worn and visible at all times and must be returned at the conclusion of their session.

D. Rules for Distribution

1. Literature must be in compliance with applicable local, state and federal laws as

- well as campus policy and procedure.
2. Literature must be “free” and with no expectancy of “donations.”
 3. Distribution is limited to specific identified areas on campuses or centers. The location(s) of distribution/collection areas will be made known to the literature distributor/signature collector when completing the ‘Request for Approval to Distribute Literature and/or Solicit Signature’ form.
 4. Distribution may not be made in any buildings including the Student Center, offices, and classrooms.
 5. Persons distributing are considered guests of the college. The Dean of Student Services, in consultation with the Provost for the campus or center may order a person distributing literature or collecting signatures to cease operations when said action may adversely affect the health, safety or welfare of individuals or property which may include but is not limited to:
 - a. Placing literature on cars, windshields, tables, or other areas that aren’t authorized;
 - b. When the distribution disrupts the operations of the campus;
 - c. When the distribution would incite individuals to act in a manner that would be considered lawless or act in a manner that would create danger to people or property;
 - d. When the person distributing literature defaces or destroys college property or the personal property of students, faculty, staff or visitors;
 - e. When the person distributing the literature is loud or boisterous, harassing, stalking, intimidating, embarrassing and/or forcing literature upon people;
 - f. When the person distributing literature is using College property to engage in financial transactions.
 6. Literature may only be distributed when the campus or center is open for business.

IV. Implementation

The Chief Student Services Officer of the campus or center, in consultation with the campus or center Provost is responsible for the implementation and oversight of this procedure. Students and guests of the college that wish to appeal a decision of the chief student services officer may do so in writing within 5 business days to the Vice President of Academic and Student Services. The Vice President of Academic and Student Services shall consult with the campus or center Provost in consideration of the appeal and issue a decision within 5 business days of receiving the appeal. The decision of the Vice President of Academic and Student Services is final.

V. Violation

Students found violating this procedure are subject to discipline action through the college’s Student Code of Conduct.

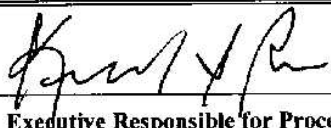

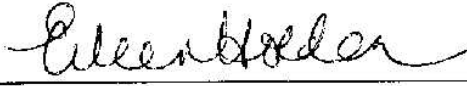
Faculty and staff members found violating this procedure are subject to discipline through their supervisor.

Guests found violating this procedure are subject to being issued a notice of trespass.

Attachment: Request for Approval to Distribute Literature at PSC

History: Adopted: June 18, 1990
Revised: September 1, 2009

Distribution: All Holders of PSC Procedures

	9/1/09		9/1/09
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			9/1/09
President's Approval			Date