



Policy 1: Bulletin Boards in the Northern Virginia Center

Locating Bulletin Boards

The Associate Dean of the Graduate School in the National Capital Region/Director of the Northern Virginia Center or Facilities Manager must approve any bulletin boards that are installed in the hallways. If the location is not pre-approved, the building engineer will remove the bulletin board.

Official Use of Bulletin Boards

Bulletin boards located in the hallways and lobbies are for the official use of Virginia Tech and the University of Virginia, and are marked as such. No unofficial postings, such as for roommates, car sales, used textbooks, etc., are permitted on these bulletin boards. Unofficial information will be removed from University bulletin boards.

Unofficial Use of Bulletin Boards

The bulletin boards in the kitchens and vending areas are for student and public use, and therefore non-university materials (rental information, job postings, books for sale, etc.) can be displayed on the bulletin boards in these areas. This information must be appropriate to the Northern Virginia Center population and should be dated when posted.

Attaching Material to Walls

Under no circumstances can items be attached via tape, thumbtacks or other means directly to any wall surface, floor or ceiling. Items can only be attached to bulletin boards. The building engineer will immediately remove any items not attached to bulletin boards. Items can be temporarily posted on office doors with magnets, but permanent door signage, aside from the standard mounting alongside each door, is permitted only at the discretion of the Associate Dean/Director.

July, 2010

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