

Posting Policy

I. Scope and Purpose

The Cooper Union is deeply committed to free expression, academic freedom, and the open exchange of ideas. This policy is not intended to restrict the content of speech or to limit the rights of any community member to express their views. Rather, it establishes reasonable, content-neutral guidelines for where and how physical and digital postings may be made, in order to maintain a safe, respectful, and well-functioning campus environment for all students, faculty, and staff.

This policy relates to Community Postings, which include postings by students, student organizations, faculty, staff, or other affiliated individuals related to campus events, club activities, announcements, or other non-academic institutional business. Please review the Social Media Postings Policy and the Web Governance Policy for more information on posting in those spaces.

Official communications related to academic programs, including class schedules, lecture announcements, academic department notices, and curricular events, are managed by the relevant school or department and are designated for specific pinup boards so marked (e.g., the 3rd floor hallway board in the Foundation Building). Further, installations outside of the classroom for class critique fall outside the scope of this policy and should be approved in advance by the appropriate school's main office in coordination with that school's policies.

Questions or concerns regarding this policy should be addressed to the Offices of Student Life (studentlife@cooper.edu), Communications (communications@cooper.edu), or Human Resources (hr@cooper.edu).

II. Definitions

A. Community Posting Spaces: Physical posters, fliers, and other communications may be posted only in the following spaces:

1. Foundation Building:

- Free-standing bulletin board in the 1st floor lobby
- Pinup board in the Library and designated area in the Writing Center
- Designated area of pinup board at the beginning of the 3rd floor hallway (Academic Postings)
- Pinup boards in the hallways of the 4th, 5th, and 6th floors
- Pinup board next to the student mailboxes on the 2nd floor

- Pinup board in the 4th floor lobby
- Wall space immediately adjacent to the elevator on each floor
- North and South Entrances to Big Studio (community posting)

2. **41 Cooper Square:**

- Framed cloth-covered bulletin boards next to the express elevators on each floor
- Above trash & recycling areas on each floor
- Framed cloth-covered bulletin boards throughout the building unless a label at the top of the board indicates that it is used for a particular academic department or administrative office.

- B. Digital Posting Space:** Digital posters, fliers and other communications about Cooper Union activities may be posted on the College's intranet (Cooper Connect) or its password-protected club website (JAC). For purposes of this policy, digital posting space does not include social media or the Cooper website.
- C. Other Posting Spaces:** The digital kiosks in the 41 Cooper Square lobby and the Foundation Building lobby, are **Reserved Posting Spaces** for promoting official events organized or sponsored by the institution. Registered student organizations may request fliers be posted in the Residence Hall. Notices of official union business may be posted in accordance with the applicable collective bargaining agreements. Bulletin boards outside of faculty offices and apartment doors in the residence hall are reserved only for designated occupants of those spaces.
- D. Sponsoring Authority:** The Dean, Vice President, or Director who oversees the department or group requesting to make the physical or digital posting.
- E. Designee:** The designated individual responsible for the daily management, content creation, and monitoring of physical or digital postings related to a particular area of the College.

III. Policy Statement & Procedures

The Cooper Union supports the free exchange of ideas and the promotion of campus events through public postings. Cooper Union expects all students, faculty, and staff to conduct their discourse in alignment with institutional policies, including the Social Media Policy, Web Governance Policy, Acceptable Use Policy, Cooper Union Non-Discrimination and Harassment in the Workplace Policy, the Policy Upholding Human Rights and Title VI and Title IX Protections, the Cooper Union Non-Discrimination Statement, and the Cooper Union Student Code of Conduct. In no case shall any posting or campus event promote threats, discrimination, harassment or hate speech, as defined by applicable law and Cooper Union policy.

Further, as a community that takes pride in its historic facilities, all postings are expected to be handled with respect for the physical environment of The Cooper Union. This policy does not supersede any provisions within existing collective bargaining agreements.

A. Approval & Sponsorship

In order to be posted in a Community Posting Space, Reserved Space, or Digital Posting Space, postings must be approved by the Sponsoring Authority or Designee.

1. Requests should include the following information:

- a. Name of the individual or organization responsible for the posting
- b. Nature or content of the posting (including design and proposed text)
- c. Anticipated posting date(s) and location

2. Approval Authority & Procedures:

- a. **Community Posting Spaces:** Materials to be posted in a Community Posting Space must be approved by the individuals noted below. Approval consists of a content review and the affixing of an official stamp to the physical poster.

Poster	Sponsoring Authority
Clubs and activities	Office of Student Affairs
Individuals	Office of Student Affairs Relevant Dean or Vice President
Faculty and Staff	Office of Communications, Office of Human Resources, Deans, or Vice President (as appropriate)

- b. **Reserved Spaces:**

- i. **Residence Halls:** Any posting intended for the Residence Hall must receive the prior approval of the Office of Student Affairs, in addition to the sponsoring authority.
- ii. **Kiosks:** Any posting intended for the Kiosks must receive prior approval of the Office of Communications, in addition to the sponsoring authority.

- c. **Digital Posting Spaces:**

- i. **Cooper Connect:** Any posting to Cooper Connect must receive the prior approval of the Sponsoring Authority or Designee.
- ii. **Club Website (JAC):** Any posting on the Engage platform must receive prior approval of the Office of Student Affairs.

- d. **Artworks or Other Academic Works:** Installations outside of the classroom for class critique fall outside the scope of this policy and should be approved in advance by the appropriate school's main office in coordination with that school's policies.

Other artwork installations must be approved in advance through the Exhibitions Coordinator in the School of Art, following the Temporary Installation Guidelines. Posters advertising shows of student work should be approved in coordination with their school.

- e. **External Spaces:** Displays intended for the outside of Cooper's facilities, including projections onto the external façade of campus building, require prior written approval of the Sponsoring Authority, in coordination with the Office of Communications, Director of Facilities or Exhibitions Committee (as appropriate). Such approval may require the necessity to obtain relevant city permits.

- 3. **Notification of Facilities:** The Facilities Department must be informed of any special approval for postings and fliers. These specially approved postings will remain and align with all other policies related to posters and fliers.

B. Posting

- 1. **Location:** Posters, fliers, and other communications may be posted only in designated Community Posting Spaces, Reserved Spaces, or Digital Posting Spaces. Postings in stairwells, stairwell doors, elevators, windows, or glass doors, is prohibited, and any posting must not obstruct exit signs, exit doors, or fire systems. All postings found in these areas will be removed immediately to comply with fire codes. With the exception of special posting needs as deemed necessary by official College offices, nothing may be posted in areas not in compliance with this policy such as on walls without pinup boards, or on structural columns, windows, doors, floors, ceilings, elevators, and furniture.
- 2. **Content:** All postings must be related to institutional business, academic programs, or campus events. Content should remain professional in nature and directly support the mission of the College. The content of all postings must be aligned with institutional policies, including the Social Media Policy, Acceptable Use Policy, Cooper Union Non-Discrimination and Harassment in the Workplace Policy, the Policy Upholding Human Rights and Title VI and Title IX Protections, the Cooper Union Non-Discrimination Statement, and the Cooper Union Student Code of Conduct. Each posting should include the name of sponsoring department or organization. In the case of events, postings should include, at a minimum, the title of the event, start and end dates (if different), time(s), and location.
- 3. **Prohibited Content:** In no case shall any posting or campus event include false advertising, make false statements with the intent to defame, incite violence, call for harm to any individual or group, promote threats, discrimination, harassment or hate speech, as defined by applicable law and Cooper Union policy. Postings with prohibited

content or that otherwise violate Cooper Union policies, rules, or codes of conduct will be removed.

Further, postings may not include any of the following:

- In accordance with the Federal Safe and Drug-Free Schools and Communities Act, posters and fliers may not endorse the consumption of alcohol or illegal drugs.
 - Any postings, including posters, fliers and banners, may not incite violence or call for harm to any individuals, or property damage.
 - Postings of a personal nature—including personal advertisements, private commercial solicitations, or individual social announcements.
 - Posters and fliers related to activities of unregistered organizations or clubs, or unaffiliated individuals may only be posted with the prior approval from a Dean or the Office of Student Affairs.
4. **Duration:** Posters and fliers posted in Community Posting Spaces may be up until the advertised event has ended or for a maximum of 14 days (if no end date is specified), unless otherwise approved. If you wish to retain your materials, please retrieve them before the posting's expiration date. Once a posting has been removed, the College cannot guarantee its return.
 5. **Method of Attachment:** Physical postings should be secured at the kiosks, pinup, or bulletin boards using thumbtacks, pushpins, staples, scotch tape, masking tape, or other light-duty tape. Physical postings adjacent to the elevators or on walls should be secured using painters' tape only. Glue, heavy-duty adhesive tapes, nails, screws, and other methods may not be used.
 6. **Exceptions:** emergency signage, wayfinding, or area closure notifications.

C. Removal:

Once a posting has expired, the person who posted it should remove it, failing which it will be removed by the Facilities Department. Further, any posting deemed to violate Cooper Union's policies or lacking the name of a sponsoring group will be removed and discarded. Any extraordinary costs associated with removal will be billed to the sponsoring department or individual.

IV. ENFORCEMENT

Postings without proper approval are subject to immediate removal by any member of the Cooper Union administration. Postings with content that may violate any College policy or federal, state, or local law will be referred to the appropriate student or employee conduct process for further action.

Any member of the Cooper Union community may report what they feel may be an inappropriate posting to the Dean of Students, Academic or Faculty Dean or Human Resources. Likewise, anyone who feels that their posting was unjustly removed may appeal the removal to their Academic Dean, Dean of Students, or Human Resources.

V. COMPLIANCE WITH OTHER POLICIES AND LAW

Posters and fliers must not violate any other institutional policies, including the Social Media Policy, Acceptable Use Policy, Cooper Union Non-Discrimination and Harassment in the Workplace Policy, the Policy Upholding Human Rights and Title VI and Title IX Protections, the Cooper Union Non-Discrimination Statement, and the Cooper Union Student Code of Conduct.

The Foundation Building is an official national and city landmark. The City's Landmarks Preservation Commission and the Department of Buildings have rules and regulations regarding posting materials and/or hanging signage and banners. Landmarks, in particular, have regulations for postings on the exterior of the building that are strictly enforced and require staff review. The City's Department of Building's regulations and permits relate to size and placement that might cause unsafe or blocked sight lines for people inside the building. The policies of both the City's Landmarks Preservation Commission and the City's Department of Buildings can be accessed on www.nyc.gov. NYC Parks does not permit banners to be attached to trees in Cooper Park. Regulations also cover any alteration to the facade of the Foundation Building and prohibit invading the exterior building stone when mounting materials.