

**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 Victoria Students’ Society or Graduate Students’ Society.

“**unit**” means an academic or administrative area at the university, including but not limited to: faculties, divisions, departments, schools, offices and centres.

**SCOPE**

- 3.00 This policy applies to the distribution of paper-based publications through the university’s designated distribution boxes.

## **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

**Procedural Officer:** Executive Director, University  
Communications + Marketing

**Effective Date:** August 2016

**Supersedes:** New

**Last Editorial Change:**

**Parent Policy:** [Distribution of News and Information Publications On-Campus \(IM7400\)](#)

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### PURPOSE

- 1.00 The purpose of these procedures is to ensure:
- a) reasonable access to the university's distribution boxes for authorized Campus Publications; and
  - b) the continuation of an effective and environmentally friendly distribution system.

### DEFINITIONS

- 2.00 The definitions contained within the university's Policy on the Distribution of News and Information Publications on the Campus (IM7400) apply to these procedures.

### PROCEDURES

#### Annual Continued Access to Distribution Boxes

- 3.00 By September of each year, units or organizations wishing continued access for the upcoming year to the university's publication distribution boxes must submit a request in writing to University Communications + Marketing.
- 3.01 units or organizations must also provide a schedule of intended publication dates for that period.
- 4.00 After receipt of the written request and publication schedule, University Communications + Marketing will confirm that publication's access to an assigned slot in the distribution boxes. Assigned publications will normally be assured of two weeks' placement in the boxes following the specific date of publication provided in the publication schedule. The assignment of slots may make it impossible to accommodate subsequent changes to the publication schedule.
- 5.00 Whenever possible, publications will be left in their assigned slots for more than two weeks. When those slots are required for other approved publications, University Communications + Marketing will remove the first publication. The assignment of slots is at the discretion of University Communications + Marketing.

Distribution of Campus Publications

- 6.00 University Communications + Marketing will provide a distribution service for Campus Publications that either wish to, or are required to use it. Publications using this service will be billed for the distribution costs.
- 7.00 Publications that wish to distribute on their own may be permitted to do so with prior written approval from University Communications + Marketing. This approval may be revoked in the event of problems with the distribution system.
- 8.00 University Communications + Marketing will oversee the distribution system. These costs, including re-sorting publications into their assigned slots, removing unapproved publications, repairing damage to the distribution boxes and other maintenance duties, will be billed equally to all publications using the boxes. Each publication using the boxes must provide University Communications + Marketing with either an account number to which this can be charged or some other form of payment.

Removal of Publications/Loss of Access

- 9.00 Distributors from approved publications who find other publications in their slots should consult with University Communications + Marketing before taking any action.
  - 10.00 Failure of any publication to comply with the distribution system requirements may result in the loss of access to the distribution boxes.
  - 11.00 In order to ensure that the publication distribution boxes remain current, University Communications + Marketing may remove authorized publications from the boxes at any point after the initial two-week authorization period.
  - 12.00 Unauthorized publications will be removed from the distribution boxes and recycled or otherwise disposed of.
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