



Policy on Fliers, Posters, and Bulletin Board Use

This policy intends to complement [Harvard University Campus Use Rules](#) and to promote responsible information-sharing. It provides guidelines for displaying posters, fliers, and other forms of temporary communication on the Harvard Radcliffe Institute (HRI) campus.

Applicability

This policy applies to any form of paper posting on Harvard Radcliffe Institute campus. HRI community members (including staff, faculty, students, and fellows) may use bulletin boards to share information related to HRI or Harvard University events and opportunities. Such postings are allowed only on designated bulletin boards or displays.

It is important to note that this policy does not apply to [Environmental Health and Safety](#) (EHS) postings regarding health or safety issues or items of concern to the University community, [General Employment Policies](#), labor law posters, or directional signage affixed by Facilities Management.

Location

Posters and fliers may be displayed only on designated bulletin boards or displays. HRI prohibits any posting to exterior locations (other than by authorized HRI personnel about HRI events and exhibitions). The prohibition on exterior postings includes but is not limited to exterior building doors, windows, walls, gates, fences, steps, benches, trees, safety equipment, artwork, or any other structure in Radcliffe Yard.

Prohibited interior locations include but are not limited to corridors, common walls and doors, windows (outward facing), stairwells, and other common areas unless specifically designated with a bulletin board.

Those individuals with private offices may post on the interior surfaces of their offices, but these postings must comply with Harvard University's [Statement on Rights and Responsibilities](#) and may not include any content that violates the law or Harvard University policies, rules or [appropriate conduct](#). Similarly, those individuals with private assigned office space may decorate the interior surfaces of their spaces provided any postings comply with Harvard University's policies.

Content

Postings on designated bulletin boards and displays must promote Harvard Radcliffe Institute or Harvard University-affiliated events, opportunities or information. Posters must clearly and visibly display event sponsor information, the name of the sponsor, and the date of posting. Posters for an event, exhibit, or activity must also clearly and visibly display its name, date, time, and location.

Furthermore, HRI community members are encouraged to consider the impact their postings might have on our campus climate. To reiterate: all postings, even those in private office spaces, must

comply with Harvard University's [Statement on Rights and Responsibilities](#) and not include any content that violates the law or Harvard University policies, rules or [appropriate conduct](#).

Removal

Posters should be removed within two business days after an event, exhibit, or activity concludes or within ten business days if the posting is not event, exhibit, or activity specific.

Facilities Management is authorized to remove postings that violate this policy immediately and without notice. Generally, Facilities Management removes postings on a regular basis at the start of the work week. Additionally, Facilities Management will remove all postings at the end of the fall and spring semesters.

Raising Concerns

Concerns that a posting does not comply with this policy should be brought to the attention of HRI's Facilities Management Department.

Concerns also can be reported through Harvard's [Anonymous Reporting Hotline](#).

Consequences

Any poster that does not comply with this policy may be removed immediately and may result in payment for any costs to repair damaged property, or disciplinary action in accordance with applicable policies and procedures.

Relevant Policies

- [Campus Use Rules](#)
- [University-Wide Statement on Rights and Responsibilities](#)
- [Non-Discrimination and Anti-Bullying Policies](#)
- [Harvard Name Usage](#)
- [Conduct](#)

Contact Information

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