
DISTRIBUTION OF LITERATURE

West Hills Community College District's recognized campus organizations, students, faculty or staff members may post, circulate or distribute literature on the West Hills College campuses in accordance with existing laws and regulations.

1. All materials must include the name of sponsoring organization or individual.
2. Obscene, lewd, vulgar or profane materials are prohibited. Language should be in good taste, a test of which is: Could it be printed in its entirety in the local newspaper?
3. Literature that is libelous, slanderous or in violations of copyright laws is prohibited.
4. Materials which express or advocate racial, ethnic or religious prejudice which may incite students to commit acts which would disrupt the orderly operation of the college are prohibited.
5. Materials on campus by off-campus or commercial interest is prohibited by the California Education Code.

Distribution

1. Regularly enrolled West Hills College students or staff who wish to distribute literature must make application at the offices of the Chief Student Services Officer (CSSO), Community Services or extension campus administrator.
2. Distribution of literature may take place on campuses between the hours of 8 a.m. and 8 p.m. only, Monday through Friday.
3. Money transactions will not be permitted without prior approval of the CSSO.
4. During registration periods, only college-approved materials associated with the registration process may be distributed.

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OPERATIONS

Posting

Materials posted on bulletin boards and other authorized areas must carry the stamp of approval from the CSSO, Community Services or extension campus administrator.

Regulations

No materials should be posted on any glass, windows, mirrors, doors, buildings, trees, wood or plaster interior or exterior walls and all other unauthorized areas. Posted materials must be reviewed bi-monthly or at such time deemed necessary by the authorizing administrator.

Board approval date: _____