



UCCS CAMPUS POLICY

**Policy Title: Distribution of Free Publications on the Campus of the University of Colorado
Colorado Springs**

Policy Number: 400-008

Policy Functional Area: FACILITIES

Effective: November 9, 2007
Approved by: Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor: Associate Vice Chancellor of University Advancement (VCUA)
Office of Primary Responsibility: Executive Director of UCCS Presents
Policy Primary Contact: Executive Director of UCCS Presents, 719-255-3275
Supersedes: N/A
Last Reviewed/Updated: November 9, 2007
Applies to: Administration, Faculty , Staff and Students

Reason for Policy: The purpose of this policy is to establish requirements and standards for the placement of all free publications and newspaper distribution racks in academic, research, auxiliary, and administrative buildings (“Buildings”) and on all grounds, sidewalks and property owned and/or operated by the University of Colorado at Colorado Springs.

I. INTRODUCTION

The Colorado Springs Campus has permitted University-related and unrelated organizations to distribute free newspapers and magazines in Buildings without regulation. As a result, newspaper racks have often been placed in locations that violate life-safety and fire codes. Newspapers are often left in hallway floors and not placed in distribution racks. Distribution racks have historically been provided by each individual distributor, resulting in a lack of conformity and design.

In the past, newspaper distributors have overfilled distribution racks, have not properly disposed of past issues of their periodicals, and have placed surplus periodicals in the campus waste stream. As a result, the campus has been required to pay the resulting costs of clean-up and waste removal.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in the *Laws of the Regents*, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, the Board, and as may be delegated by the president.

B. Procedures:

1. Centralized distribution site: The University will provide a centralized distribution point for all free publications. This site will be located in the University Center near the University Center main service desk. Distributors will be required to fill out a form with the University Center that indicates the name and contact information for the distributor as well as a signed agreement from the distributor that distributor will abide by the requirements for removal from University property of previous editions of the publication and that they will place publications only in the authorized area. Distributors will be allowed to use UCCS recycle bins for disposal of materials.
2. Licensed locations: The University will provide locations in other designated areas on the campus (attachment A) to those distributors wishing to enter into a licensing agreement with the University.
 - a. The Physical Plant Director and appropriate auxiliary building managers will designate appropriate locations inside selected buildings for newspaper distribution racks.
 - b. All distributors, whether University-related or unrelated, wishing to distribute publications for free in campus Buildings must enter into a license agreement with the University. A copy of the license agreement may be obtained at the Office of the Director, Physical Plant or on the Physical Plant official internet site. The license agreement will establish the time, location, and method of permitted distribution.
 - c. The license agreement will also establish requirements for the removal of previous editions of publications; require removed material to be disposed of off of University property or in University recycle bins; prohibit filling distribution racks beyond normal rated capacity, placing publications on hallway floors, affixing or displaying advertising on distribution racks, using racks that are not licensed, or making alterations to the University-provided racks.
 - d. University-related distributors will be allowed to distribute in all campus buildings. University-related distributors must enter into a licensing agreement and, for those buildings that are not included in attachment A, have both the location of distribution and the distribution racks approved by the Physical Plant Director.
3. The campus prohibits the distribution of free publications in campus Buildings if the distributor:
 - a. Fails to execute a license agreement for distribution racks or is found to be in default of an established license as reasonably determined by the Director of the Physical Plant after being provided reasonable notice and time to cure and/or:
 - b. Fails to place materials in approved buildings and at approved locations.

4. The campus will dispose of publications discovered in campus buildings that are found to be in violation of this policy.
5. No newspaper rack license is required if an individual wants to personally distribute publications or other documents to passersby in Buildings. However, such distributions must not impede pedestrian traffic within Buildings and must also comply with campus Policy 400-001 Use of University Facilities.

III. KEY WORDS

- A. University-related distributors
- B. University-related publication

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
 1. License Agreement
 2. Attachment A
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval November 9, 2007

Attachment A

Attachment A Newspaper and Free Distribution Sites

Building	Location Internal-Subject to Change	License Required
University Center	Service Desk	No
University Center	Glass Atrium	Yes
Dwire Hall	First Floor, east student lounge	Yes
Columbine Hall	Second Floor Atrium	Yes
The Lodge	First Floor, student dining area	Yes
University Hall	To be determined by Plant Mgr.	Yes
Recreation Center	First Floor near service desk	Yes