

# Policy Concerning the Display of Notices in the Faculty of Social Sciences

## A. Purpose of the Policy

Notices<sup>1</sup> may emanate from the Faculty or Departmental Office or through them from another official UWI source, from various units, organizations and individuals within the University as well as organizations and institutions outside of the University community. The purpose of this policy statement is to provide guidelines for the posting of notices so as to make the communication of information by notices (especially official notices) more effective, to reduce the clutter caused by the indiscriminate placing of notices, to allow staff and students to differentiate between official and unofficial notices and to clarify the University's liability with respect to the content of notices.

## B. Faculty or Departmental Notices

Notices emanating from a Faculty or Departmental Office or through such Offices from another official UWI sources shall be posted on the official Faculty or Departmental notice boards and such postings shall be signed by a person designated to authorize postings, and may be stamped with the Faculty or Departmental stamp, as the case may be. Notices not emanating from any such Office may only be displayed on an Official Notice board with approval by the person designated to authorize postings. The Faculty and Departmental Offices shall maintain a record of the persons so designated.

## C. Notices on the Student Representative Notice Board

Only notices authorized by the Student Representative or the Dean may be posted. Notices displayed shall not normally exceed letter size format 22 cm x 28 cm (8.5"x11").

## D. Notices on Classroom Doors

Notices may be placed on the door of a classroom but only if the content of the notice relates to an activity within that classroom and must be placed in a notice pocket where one is available. Such notices are to be promptly removed as soon as the activity to which it refers has ended.

## E. Notices on Other Rooms

Save for Official notices authorized by the Dean or Head of Department or their nominees, only an occupant of a room may authorize a notice on the door of that room. A staff member who regularly uses a door to post notices shall make a request to the Faculty Office that a notice pocket be placed on the door.

## F. General Notices

General notices are those which do not emanate from a Faculty or Departmental Office or through them from another official UWI source or from the Student Representative. For the posting of general notices no approval for posting is required where these are placed on general notice boards, but the Disclaimer for Other Notice boards appearing in paragraph I below must be prominently displayed on or near such notice boards.

## G. General Provisions

- a) There shall be placed on each notice board in the Faculty:
  - a. a statement as to the category or categories of Notices (e.g. restricted to examination matters only) that can properly be displayed on that notice board and how permission to display can be obtained.
  - b. the appropriate Disclaimer set out in paragraph I below.
- b) For notice boards outside a lecturer's office a statement may be displayed indicating that it shall only be used for notices for specific courses taught by the lecturer or as otherwise authorized by the lecturer
- c) For evidential purposes the Faculty Office and each Department shall maintain on file, a copy of all notices emanating from the Faculty Office or the Department, bearing the date and period of display and signed by an authorized person.
- d) Notices not emanating from any such Office shall also be dated and include a "display until" date for a period no longer than four (4) weeks so as to facilitate the orderly refreshing of notice boards.
- e) Notices shall not be posted on walls, trees, lamp posts, furniture, doors (except as provided in paragraph E) or other places not designated for the posting of notices.
- f) Notices must state a contact person, and for printed notices the name and address of the printer as required by Jamaican Law
- g) Notices posted shall conform to a standard of fair use; they shall not obscure other current notices and they shall not take up a disproportionate area of the notice board or exceed 28 cm x 44 cm (11"x17")

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<sup>1</sup> For the purposes of this policy notices shall include but not be limited to: advertisements, banners, circulars, documents, drawings, handbills, invitations, pictures and posters containing announcements addressed to or content displayed for the viewing by the general public and or members of the University of the West Indies (Mona) community and/or any subsection thereof, regardless of the format used.

- h) Notices shall not be displayed in breach of the Laws of Jamaica in general or more particularly as they relate to intellectual property, libel and obscenity
- i) Without seeking to restrict freedom of expression, the Faculty Office reserves the right to remove notices that are offensive or in poor taste; especially where they portray a damaging image of the University, its units or persons associated with it.

#### **H. Consequences of Breach of Guidelines**

Where notices do not conform to these policy guidelines, they may be removed without reference to the person, office, organization or institution by which they were posted.

#### **I. Disclaimer**

##### ***For Official Notice Boards:***

By displaying notices submitted by persons or bodies external to the University of the West Indies, the University does not accept responsibility for the accuracy, completeness or reliability of the information they contain and accepts no liability for any loss incurred on account of reliance on such information.

##### ***For Other Notice Boards:***

The University of the West Indies makes no representation and gives no warranty, expressed or implied, as to the completeness or accuracy of any information posted on this notice board, and is not responsible for any false or defamatory statement contained in any notice so posted or for the infringement of any proprietary or rights of any person on account of anything contained in any such notice.