Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, or distributed on College District premises by any College District student or registered student organization [see FKC], in accordance with this policy and administrative procedures adopted pursuant to this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any nonschool literature distributed by students or registered student organizations.

This policy shall not apply to materials distributed under the supervision of instructional personnel as a part of instruction or as part of other authorized classroom or College District-sponsored activities. Additionally, nothing in this policy is intended to preclude the exchange of private notes and materials and like items between individuals who have a personal relationship or kinship.

Nonschool literature shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials constitute unlawful harassment. [See DIA series and FFD series]
5. The materials constitute impermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

The Vice Chancellor of Student Services or designee shall designate times, locations, and means by which nonschool literature that complies with this policy, may be made available or distributed by students or registered student organizations to students or others on College District premises.

Administrative procedures adopted pursuant to this policy shall not discriminate based on the content or viewpoint of the literature or on the expected reaction of others to the literature.

Distribution of the nonschool literature shall be conducted in a manner that:
1. Is not materially disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not include any prolonged or repeated contact with persons who have declined the literature;
5. Does not cause a substantial invasion of the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall make a reasonable effort to retrieve and remove any literature that was discarded or not distributed.

**Display of Signs**

For the purposes of this policy, “sign” shall be defined as a handheld billboard, decal, notice, placard, poster, banner, or other message-bearing material that can be held or carried by a person, and “posting” shall be defined as any means used for displaying a sign in a fixed location.

Except for signs that violate the limitations on content, as described above, a student may publicly carry a sign in outdoor common areas of the College District in accordance with time, place, and manner rules established by the administration. Hand-carried signs may not be used in a manner that blocks or obstructs windows or pedestrian or vehicular traffic.

A sign shall not be attached or posted to any College District building, lawn, light pole, fence, fixture, shrub, plant, tree, or fire hydrant. Unattended signs shall not be permitted, except as outlined below.

**Exceptions**

Students who live in on-campus housing may place a posting on the doors of their rooms to which they are assigned in accordance with administrative procedures.

Registered student organizations may place postings on outdoor community bulletin boards or kiosks that are maintained for that purpose. The signs shall be posted and removed in accordance with administrative procedures.

Registered student organizations may request to make postings on indoor bulletin boards. The postings shall be posted and removed in accordance with administrative procedures.

**Removal**

A student or registered student organization shall remove each posting from a community bulletin board or kiosk not later than 14 days after the date of placement.
days after posting or, if it relates to an event, not longer than 48 hours after the event to which it relates has ended.

Disclaimer
When reasonably necessary to avoid likely confusion, literature distributed by a registered student organization must include a disclaimer indicating that the literature is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty, or staff.

Identification
Students or registered student organizations distributing materials on campus shall provide identification when requested to do so by a College District representative.

Violations of Policy
Failure to comply with the policy and procedures regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a student’s or registered student organization’s use of College District facilities, and/or other disciplinary action in accordance with the College District’s discipline policies and procedures [see FM and FMA].

Appeals
The administration shall maintain a procedure providing for a prompt appeal of a decision denying a request. The procedure shall require that the appeal be heard within five business days of the filing of the appeal.