



POLICY ON THE DISTRIBUTION OF PUBLICATIONS ON CAMPUS

Effective Date: December 14, 1998

Originating Office: Office of the Secretary-General

Supersedes /Amends: June 1, 1992

Policy Number: SG-3

SCOPE

This policy applies to all individuals and groups wishing to distribute publications at the University.

PURPOSE

This policy provides a framework for the orderly distribution of publications in approved locations on both campuses and for determining who shall be accountable for such publications, should any questions arise.

While the University is committed to promoting freedom of expression, it has a concurrent responsibility to ensure that all of its members can reasonably expect to pursue their work and studies in a safe and civil environment. As outlined in the University's Code of Rights and Responsibilities (the "[Code](#)"), the University does not condone discrimination, harassment, sexual harassment, threatening or violent conduct or offenses against property as defined in the [Code](#).

DEFINITIONS

For the purpose of this policy:

"publication" means a book, newspaper, magazine, newsletter, flyer, leaflet, brochure, pamphlet or advertising included in any of the foregoing.

"commercial publication" means printed material distributed or sold for the purpose of generating profits.

"an approved location" is one that shall be determined in consultation with those University officials who have jurisdiction over the use of particular areas on University premises.

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POLICY

Classification of Publications

1. Publications shall be classified in one of the following five categories:

Category 1: publications issued by the administrative and academic units of the University;

Category 2: non-commercial publications issued or distributed by or for other groups or units within the University community such as a student association recognized by the University, a union or staff association or one of the alumni associations;

Category 3: publications issued by other universities, by the federal, provincial or municipal governments or their respective agencies;

Category 4: commercial publications which are to be sold or distributed free of charge;

Category 5: all other publications including non-commercial publications issued by individuals or groups.

Authorization for Distribution

2. In order to ensure the orderly distribution of publications at the University, the following rules shall apply.
3. No authorization shall be required for the distribution of Category 1, 2 or 3 publications. In all cases, however, permission is required to use an approved location as defined above.
4. The sale or distribution of Category 4 publications shall require the prior authorization of the Director of Internal Relations and Communications and can only occur in appropriate distribution depots which are properly identified with the name of the publication. The location of such distribution depots shall be determined by the Director of Internal Relations and Communications in consultation with the Director of

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Security, the Dean of Students and other appropriate groups or their respective delegates.

5. Distribution of Category 5 publications is not permitted at the University.

Location of Distribution Depots

6. Any distribution of publications shall be made through distribution depots in approved locations at the University. These depots shall be divided into three types:
 - a. Community depots for Category 1 and 3 publications;
 - b. Institutional depots for Category 3 publications;
 - c. Miscellaneous depots for Category 4 publications.

Responsibility and Accountability

7. The University shall be responsible for the installation and maintenance of community distribution depots for Category 1 publications.
8. The representatives of the recognized organizations or bodies which issue or distribute Category 2 publications shall be responsible for the installation and maintenance of distribution depots for those publications. The location of such depots shall be authorized by the Director of Internal Relations and Communications and the Director of Security.
9. Publishers and distributors shall ensure that the number of publications distributed is not excessive so as to maintain proper cleanliness on University premises.
10. The publisher of any of the publications mentioned above shall be responsible for the contents of such publication. The distributor of any such publications shall be accountable for any complaints which may result from the distribution of publication(s).