Posting and Solicitation Policies

All advertising flyers, posters, and announcements should be posted on established bulletin boards and kiosks only. These items must be posted using staples or thumbtacks. Use of tape of any type is prohibited. Under no circumstance should a flyer be hung on painted surfaces, glass, or woodwork. The use of staples, thumbtacks, and all types of tape on painted walls, glass, or woodwork is prohibited. The posting or hanging of signs, banners, or balloons on light poles, traffic signs, buildings, and permanent university signs is also prohibited. Individuals, units, or organizations responsible for any damage or defacing of property will be billed for the cost of repair.

Information regarding acceptable content and standards regarding advertisements and solicitation can be found in The Source, the University of Hartford’s student handbook, which is available online at http://www.hartford.edu/student_affairs/

NOTE:

• Flyers are to be posted only on bulletin boards and kiosks. POSTING ON WALLS, DOORS, WINDOWS, TREES, OR POLES IS STRICTLY PROHIBITED.
• Non-Discrimination Policy: University policies mandate that student organizations do not discriminate, practice or promote prejudice or intimidation, either within the organization and the greater University community.
• Any flyer hung on a painted surface, on glass, or on woodwork will removed, and a $5.00 (per item) fee will be assessed for removal.
• No posting is allowed on lockers, as agree upon at the time lockers were assigned. The cost of repair of damage to lockers will be billed to the individuals, units, or organizations responsible for any damage or defacing.

These policies have been adopted to allow freedom expression without compromising the appearance and cleanliness of our building. Thank you for your consideration.
## Posting and Solicitation Tools

### Blackboard: Fac-Staff Platform

**Description**
Communication tools available through the Fac-Staff Blackboard site are self-service tools available to all registered users. Email delivered through the site using “All Users” delivery criteria will be delivered to all members of Hartt’s faculty and staff.

Note that it is likely that users sending email through the platform may receive a wave of automated responses from mail recipients whose inboxes are full. This is an unfortunate result but not one that can be remedied by the Help Desk.

Note, too, that frequent use of the system to deliver mail of limited interest may result in mail from prolific senders coming to be seen as spam.

### Audience(s) and Users
Hartt faculty and staff.

### Purposes and Acceptable Uses
School-related, not personal messages, of interest to the general population of Hartt faculty and staff.

### Gaining Access
This is a self-service platform. If you are not a registered user, please contact Lief Ellis (rellis@hartford.edu).

### Blackboard: Graduate and Undergraduate Student Resource Platforms

**Description**
Communication tools available through the Undergraduate Resources and/or Graduate Resources Blackboard sites are not self-service tools. Email delivered through the site using “All Users” delivery criteria will be delivered to all members of undergraduate/graduate student body. To request that mail be sent through the system, please contact one of the individuals named in the “Gaining Access” section, below.

**Audience(s)**
Hartt School undergraduate or undergraduate students.

**Users**
All Hartt faculty, staff, and students through appropriate contacts (see below).

### Purposes and Acceptable Uses
School-related, not personal messages, of interest to the general population of the Hartt student body, not a specific group only.

### Gaining Access
If you are a student and are not a registered user (recipient), please contact Lief Ellis (rellis@hartford.edu). Members of Hartt's faculty, staff, and student body may send messages through the system by contacting one of the following members of the staff:

- About facilities and scheduling issues: Leonard Bretton
- About academic issues: Lynn Wronker or Philip Grover.
- About performances: Sheri Ziccardi.

### Bulletin Boards

**Audience(s) and Users**
Some bulletin boards may be viewed by the general public, visitors to campus. Others, due to their location, may primarily be viewed by faculty, staff, and students.

Student organizations, departments, offices, and community members are eligible to display promotional flyers at the Fuller Center and Handel Performing Arts Center.
**Gaining Access**

All flyers and posters to be posted in Hartt School facilities must be approved by the Hartt Operations Office. Approvals for posting may be obtained in Fuller 207. For additional information please contact 860-768-4454.

1. Please bring up to ten (10) copies for posting in the Fuller Center and ten (10) for posting in the Handel Performing Arts Center for approval. Each flyer will be stamped to indicate it has been approved for posting.
2. The name of the sponsoring organization must be indicated clearly on flyers.
3. Flyers may be posted for a period of two (2) weeks. The removal date will be indicated on the stamp of approval. Unstamped flyers will be removed immediately.

**eNewsletter**

**Description**
Hartt PR’s eNewsletter, distributed on a monthly basis throughout the academic year, delivers news about faculty, staff, students, alumni, and Hartt programs to recipients who opt-in. It does not reach the entire student body or all members of the faculty and staff. It does not reach all alumni or all benefactors. It only reaches those who have opted-in.

**Audience(s)**
Anyone who opts-in.

**Users**
Any Hartt constituent with relevant news.

**Purposes and Acceptable Uses**
News of general interest about faculty, staff, students, alumni, and Hartt programs.

Hartt performances need not be submitted for inclusion. A select number of Hartt performances are included in each issue. Non-Hartt performances by Hartt faculty, staff, students, and alumni (only) in the Hartford region (only) may be submitted for consideration, but submission does not guarantee publication.

**Gaining Access**
Send all submissions to Sheri Ziccardi (ziccardi@hartford.edu).

**Facebook**

**Description**
Hartt’s open (available to all viewer) social networking site for performances and significant Hartt-related news and accolades. Note that Hartt’s Twitter messages are a feed from Facebook.

**Audience(s)**
All who opt-in.

**Users**
Anyone can post to the “Posts by Others” section of The Hartt School’s wall.

Anyone with relevant Hartt news may submit information to be posted on Hartt’s wall.

**Purposes and Acceptable Uses**
Signification news and accolades about faculty, staff, students, alumni, and Hartt programs may be submitted for consideration, but submission does not guarantee publication.

**Gaining Access**
Send all submissions to Sheri Ziccardi (ziccardi@hartford.edu).

**Mailboxes: Faculty & Staff**

**Description**
Each member of the faculty and staff is provided with a box for incoming mail. Unaddressed mail (box-stuffers) can be delivered to each mailbox holder. However, it should be noted that mail is often not picked up in a timely manner, that mailboxes have not proven to be a successful method of delivering important or time-sensitive messages.

**Users**
Faculty, staff, students, and student groups may distribute mail to box holders.

**Purposes and Acceptable Uses**
Mostly performance announcements and events.

**Gaining Access**
Format: half-page announcements (8 ½ x 5 ½). Deliver to Hartt Operations, Fuller 207.
Mailboxes: Student

**Description**
Each member of the student body is provided with a box for incoming mail either in Gengras Student Union (residential students) or the Fuller Music Center (commuter and graduate students). Unaddressed mail (box-stuffers) may be delivered to each mailbox holder. However, it should be noted that mail is often not picked up in a timely manner, that mailboxes have not proven to be a successful method of delivering important or time-sensitive messages.

**Users**
Faculty, staff, students, and student groups may distribute mail to box holders.

**Purposes and Acceptable Uses**
Mostly performance announcements and events.

**Gaining Access**
Suggested format:
half-page announcements (8 ½ x 5 ½).

For commuter and graduate students only:
deliver to Hartt Operations, Fuller 207.

For residential students:
Flyers must be marked with the name of the student to whom the flyer will be delivered. Mail Services does not have access to a listing of students by school. Deliver to Mail Services, Ground Floor, Gengras Student Union.

Screens in Entryways

**Description**
Screen displays at entrances to the Fuller Center and HPAC are populated by information from 25Live, the University’s scheduling and calendaring program.

**Audience(s)**
All who enter the Fuller Center or HPAC, including the public.

**Users**
Hartt PR manager and Hartt technology specialist.

**Purposes and Acceptable Uses**
Today at Hartt: announcements about upcoming Hartt events/performances. Selected University events and other high-profile events, as approved by Hartt PR manager and/or Hartt’s technology specialist.

**Gaining Access**
Events must be scheduled and confirmed in 25Live through Hartt Scheduling (Leonard Bretton), as are all regular Hartt performances. Hartt PR (Sheri Ziccardi) will determine which “special” or “featured” events will be included on the screens.