Definitions

Pamphlet refers to any handbills, leaflets, flyers, brochures, or other printed materials containing information about a particular subject.

Purpose

1 (1) This policy serves to regulate information delivered by the Students' Union through the Information Centre/Lost and Found to University of Calgary students, staff, and guests.

Policy Statement

2 (1) Information provided through the Information Centre/Lost and Found shall to the highest standards of professionalism, integrity, and competence.

(2) Information provided by the Information Centre/Lost and Found shall be relevant and beneficial to University of Calgary students, staff, and guests.

Procedures

3 (1) To store and display pamphlets at the Information Centre/Lost and Found, organizations must contact infocnr@ucalgary.ca to request a Pamphlet Approval Form.

4 (1) Upon receiving a completed Pamphlet Approval Form, the Information Centre/Lost and Found Coordinators shall notify the organization that their form has been received and that their request is being processed.

(2) The Information Centre/Lost and Found Coordinators shall contact the organization within five business days to notify them whether or not their application has been approved.

5 (1) Organizations that fail to seek approval shall receive notice regarding this Pamphlet Policy.

(2) Unauthorized pamphlets shall be recycled unless the organization chooses to either:

   (a) Submit a request as per sections 3-4 in this policy; or

   (b) Pick up the unauthorized pamphlets.

6 (1) Organizations may collect their pamphlets at any time.
(2) Expired pamphlets shall be recycled five days after expiring in the event that they are not collected by the organization.

Duties and Responsibilities

7 (1) Organizations shall be responsible for storing and replenishing pamphlets displayed at the Information Centre/Lost and Found.

8 (1) Information Centre/Lost and Found Coordinators shall communicate with Volunteer Services and the Students’ Union to determine if a pamphlet contains information relevant under this policy.

(2) Information Centre/Lost and Found Coordinators shall maintain an updated list of approved pamphlets. This list shall be made available to Information Centre/Lost and Found volunteers.

(3) Information Centre/Lost and Found volunteers shall ensure that pamphlets displayed at the Information Centre/Lost and Found have been approved in accordance with the procedures established in this policy.