

Code of Practice on Displaying Posters in College

Effective date: 7 May 2025

Last reviewed/updated: May 2025

Next review date: May 2028

Policy owner: Head of Academic Office

Approved by: Governing Body on 7 May 2025

The following Code of Practice on Displaying Posters in College was approved by Governing Body on 7 May 2025.

1. Purpose & Scope

Posters and banners are a valuable tool for promoting the various services, events, and activities organised by the College, GCR, and University throughout the year. When used appropriately, they enhance communication and engagement within the College community. However, if left unmanaged, they can cause issues such as:

- Damage to College property
- Cluttered promotional spaces, limiting fair access for all
- A compromised appearance of public spaces
- Littering from inadequately secured posters
- The promotion of inappropriate or unauthorised material
- Fire hazards from combustible display materials in corridors and circulation spaces
- Unsightly, weather-damaged posters

This Code of Practice establishes clear guidelines for the responsible display of posters, flyers, and banners within St Antony's College. It applies to all students, staff, fellows, and external visitors using College spaces for promotional or informational purposes. By following these guidelines, we ensure that posters contribute positively to College life while maintaining a respectful, inclusive, and well-maintained environment in accordance with the [College's Code of Conduct](#), [Harassment Policy](#), and Code of Practice on Freedom of Speech.

2. Hate Speech & Respectful Communication

St Antony's College upholds freedom of expression but does not tolerate hate speech. This includes any communication that harasses, discriminates against, or incites hatred based on race, religion, nationality, sexual orientation, gender identity, disability, or other protected characteristics.

Posters containing racist, homophobic, transphobic, antisemitic, Islamophobic, or otherwise offensive content will be **immediately removed**, and responsible individuals may face disciplinary action. This aligns with the [University of Oxford's Freedom of Expression Policy](#), which states that

speech causing harassment or distress, or violating UK laws on hate speech and public order, is not protected.

3. Designated Posting Areas

- Posters may only be displayed on approved College or Centre noticeboards.
- Given that many College buildings are listed or of historical significance, the following restrictions apply:
 - Posters must not be attached to walls, doors, windows, stairwells, ceilings, or furniture.
 - The use of Sellotape, Blu-Tack, glue, nails, staples, or any adhesive material is strictly prohibited, as it can damage surfaces.
- Posters placed in unauthorised areas will be removed without notice. Repeated violations may result in disciplinary action.
- Approved College noticeboards are clearly labelled as public noticeboards and are located in the following areas:
 - Hilda Besse ground floor foyer
 - Old Main Building entrance
 - Porters' Lodge

4. Poster Approval & Restrictions

Posters that comply with this Code of Practice do not require prior approval. However, the College reserves the right to remove posters that:

- Contain **offensive, discriminatory, harassing, or hateful content**.
- Promote **illegal activities** or **unauthorised commercial advertising**.
- Contain **false or misleading information**.
- Feature **political materials** that do not comply with the **Code of Practice on Freedom of Speech**.
- Promote **internal events without following the College's event booking process**.

5. Use of the College Coat of Arms

Registered St Antony's student clubs and societies may use the College Coat of Arms only with explicit permission. To request approval, please contact: communications@sant.ox.ac.uk.

For further information, refer to the [guidance for clubs and societies](#).

6. Size, Duration, & Fair Use

- Maximum poster size: A3 (297 x 420mm).
- Posters must include the name and contact details of the responsible individual or organisation.
- Posters must display a visible expiry date and be removed promptly once expired.
- The College will conduct scheduled removals at the end of each term, clearing outdated or unapproved materials.
- Individuals and groups must share space fairly and not cover existing notices.

7. Compliance & Consequences

All College members are responsible for **adhering to this policy**. Failure to comply may result in:

- **Immediate removal** of posters.
- **Referral to College disciplinary procedures**, if necessary.
- **External individuals or organisations** being **barred from future poster placements** within the College.

8. Do's and Don'ts for Displaying Posters in College

Do's

- Use designated noticeboards – Posters may only be displayed on approved College noticeboards.
- Ensure your poster is appropriate – Content must be respectful, inclusive, and comply with College policies.
- Include contact details – Posters must clearly state the responsible individual or organisation.
- Use A3 or smaller – Maximum poster size is A3 (297 x 420mm).
- Check expiry dates – Posters must have a visible expiry date and be removed once outdated.
- Share space fairly – Do not cover other posters or monopolise noticeboard space.

Don'ts

- Attach posters to walls, doors, windows, or furniture – Only use designated noticeboards.
- Use adhesives that damage surfaces – Sellotape, Blu-Tack, glue, nails, and staples are prohibited.
- Display offensive or discriminatory content – Hate speech or inappropriate material will be removed.
- Ignore removal guidelines – Expired posters must be taken down promptly.
- Use the College Coat of Arms without permission – Approval is required for official branding.

Contact Information

Policy Owner: Head of Academic Office

Contact: head.academic@sant.ox.ac.uk