

The Courtauld

The Courtauld Institute of Art

Poster Policy

1.1 Purpose

The Courtauld is dedicated to promoting a culture of academic, professional, and personal exploration. Members of The Courtauld community are encouraged to express their views and engage in respectful discourse through various mediums. For further information on free speech considerations, please see the Code of Practice on Free Speech, which can be found [here](#). Display of a poster or banner does not imply endorsement by The Courtauld.

The purpose of this policy include:

Regulation: Helps regulate the use of communal spaces for displaying posters, ensuring that these spaces are used appropriately and effectively.

Clarity: Provides clear guidelines on what is allowed and what isn't, thereby preventing misuse and ensuring that everyone is aware of the rules.

Freedom of Expression: Ensures a structured platform for members of The Courtauld community to express their opinions, advertise events, and share information, within a respectful and lawful framework.

Event promotion: Facilitates the promotion of Courtauld-sanctioned events and activities in a coordinated manner.

Damage prevention: Prevents damage to The Courtauld property by restricting postings to designated areas and using approved materials.

Community engagement: Fosters a sense of community engagement by allowing individuals and groups to share information about events, meetings, and other activities.

Conflict resolution: Disputes regarding posting materials can be resolved consistently and fairly.

1.2 Scope

The Policy applies to all members of The Courtauld community including staff, students, contractors, and visitors, covering the use of posters in communal spaces across the institution.

Staff and Students' Union officers are exempt from this policy when promoting official Courtauld events through posters. The promotion of official events by these individuals is considered an extension of their professional duties and is therefore outside the scope of

this policy.

2.1 Display Locations

Posters may only be displayed in communal spaces on campus on designated noticeboards. External poster displays are not permitted. External banner displays are normally not permitted unless approved by the Academic Registrar.

Posters mounted anywhere other than a designated poster space will be removed. Use of paint on walls, paths, or other surfaces not intended for posting is not permitted.

Vernon Square: Common Room, SU notice boards

Somerset House: tbc

Duchy House: Common Room, notice board

2.2 Content Guidelines

All content should adhere to The Courtauld's values of respect, inclusivity, and academic integrity. When using images in posters, presentations, or banners, attribution to the image creator is required, and adherence to licensing agreements should be ensured. Where relevant, content should be in accordance with The Courtauld's Code of Practice on Free Speech.

2.3 Maintenance and Removal

Posters and banners should be removed promptly after the event or activity they advertise has concluded. All posters on display will be removed at the end of each academic semester.

2.4 Size Limitations

No poster or notice may be larger than A4.

2.5 Sanctions

Individuals or groups failing to adhere to this policy may be referred under another of The Courtauld's policies, for example the Student Code of Conduct Policy.

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