TITLE: NEWSPAPER RACKS

OBJECTIVE AND PURPOSE: To ensure the proper procedure for the placement, maintenance and distribution of newspaper racks on campus and to confirm that space is available in multi-rack bins and can be reserved for off campus publications.

REQUIREMENTS FOR NEWSPAPER RACKS

- Student Readership bins and bins for the "University Press" must be placed in designated locations only. All other publications must be placed within the multi-rack bins located in designated areas of campus
- Racks must not block walkways, doors, exits or access to the facilities.
- Racks and/or publications placed in locations other than those specified will be removed by FAU personnel and the owner of such racks must reimburse FAU for expenses incurred.
- Newspaper or other publication racks in the dormitory and housing areas are subject to the approval by the Director of Housing.

VENDOR, DISTRIBUTOR RESPONSIBILITY

- Slots in the multi-rack bins are reserved through the Office of Space Utilization (OSUA) for the fiscal year, beginning July 1. Vendors are responsible for the renewal of their slot reservations. Vendors requesting a renewal must submit a Vendor Publication Permit (Attachment “A”) which must be submitted by June 1st of each year.
- New vendors are required to submit a Vendor Publication Permit (Attachment “A”) to OSUA by June 1st of each year for review, approval and assignment of slots.
- Request for slots during the fiscal year will be subject to space availability and will be reviewed on a case by case basis.
- Each vendor must furnish the name, address, email and phone number of the person responsible for the distribution of his/her publication to the Office of Space Utilization & Analysis. OSUA must be notified immediately of any changes.
- Representatives from the University Press and the Readership bins must submit request for changes with locations. Request for changes are limited to every 12 months.
- The University Press and Student Readership Program will be responsible for any associated costs for relocating fixed bins.
- Approved publications may be placed in bins at approved locations only.
- Only publications in newspaper and magazine format are permitted.
- Racks must contain current publications and must not remain empty for more than 30 days.

OSUA OFFICE ASSISTANT

- Serve as a liaison to all vendors interested in distributing their publication(s) on the Boca Raton campus.
- Review vendor request form and assign slots for new vendors. Submit renewal request to OSUA Director for approval.
- Upon approval of permit, transmit a copy of the permit to the vendor and file original for OSUA records.

<table>
<thead>
<tr>
<th>Issued By: S. Clounts</th>
<th>Date Issued: 5/2008</th>
<th>Date Revised: 8/2011</th>
<th>Effective Date: 5/2008</th>
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APPROVED:

Vice President
Associate Vice President
Director
Maintain list of publications distributed on campus along with contact information for each publication.

Collect any publication that is found on campus that is not in a designated bin. Submit work order to Physical Plant to have any bins removed from campus that have not been approved.

Submit Work Order to Physical Plant to have any bins removed from campus that have not been approved.

Review request for changes from the University Press and/or the Student Readership Program and provide recommendations for approved locations to the Director of OSUA.

Notify the University Press and/or Student Readership Program of approved changes with locations of bins.

Conduct an annual review of current bin locations.

**ATTACHMENTS**

- *Vendor Publication Permit – Attachment “A”*
Vendor Publication Permit

Date:______________________

Requestor's Name:______________________________________________________

Email Address:__________________________________________ Phone:______________________

Company Name:_________________________________________________________

Company Address:________________________________________________________

Name of Publication:_____________________________________________________

Frequency of Distribution: □ Weekly □ Monthly □ Other

Is this request a: □ New Permit □ Renewal

Please complete the following information regarding the individual responsible for distributing the publication.
* Any change with contact information must be reported to SUA immediately at werner@fau.edu.

Name:__________________________________________ Address:______________________

__________________________________________

Phone#:__________________________________________ Email address:______________________

__________________________________________

* To be completed by OSUA only

☐ Permit Approved ☐ Permit Denied

Reason for denial

__________________________________________

☐ Library

Other ______________________________________

Slot Number _________________________________

Authorized Signature ____________________________ Date:______________________

Attachment “A”