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.

Issued By: S. Clounts Date Issued: 5/2008 Date Revised: 8/2011 Effective Date: 5/2008

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.
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♦ 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 OSUA immediately.
Name:_________________________________________________________Address:
________________________________________________________________________
Phone#:_________________________________________________________Email address:
________________________________________________________________________

* To be completed by OSUA only

□ Permit Approved □ Permit Denied
Reason for denial
________________________________________________________________________

□ Central Breezeway □ North Breezeway □ South Breezeway

Other ________________________________

Slot Number ________________________________

Director:______________________Date:______________________
Director’s Signature ________________________________

Attachment “A”