



Office of Space Utilization & Analysis

Policy & Procedure #12

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 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"