

COMMUNAL NOTICEBOARD POLICY

St Catharine's College is strongly committed to the principle of freedom of speech and expression within the law, and maintains noticeboards in communal areas ("communal noticeboards") across its properties for the use of its students, staff and Fellows.

This policy explains how communal noticeboards are managed by the College to support its charitable objectives and the free exchange of information, ideas and opportunities that benefit the College community.

This policy does not encompass noticeboards located either at the doorway to or within offices/bedrooms assigned to specific students, staff or Fellows, which are provided for use in line with the College's [policies](#) and [Rules of Behaviour](#).

1. Noticeboard facilities

- 1.1 Posters or notices may not be displayed in communal areas of the College, including staircases, except on the communal noticeboards provided. This prohibition extends to notices advertising candidates for election campaigns for JCR and MCR committees. If there are valid reasons for notices being displayed otherwise, prior permission must be sought from the Dean.
- 1.2 Any repairs or other practical issues preventing the use of noticeboards by the College community should be reported to the Maintenance Team by submitting an online ticket at <https://maintenance.caths.cam.ac.uk/>.
- 1.3 If it would benefit the College community to install a new noticeboard, this suggestion can be submitted through the same mechanism.

2. Noticeboard content

- 2.1 Communal noticeboards are available for use by all St Catharine's students, staff and Fellows.
- 2.2 The vast majority of noticeboards are for general use without prior agreement, but some are designated for the display of specific information and may require prior agreement before use, as set out below:

<i>Communal noticeboard location</i>	<i>Designation</i>	<i>Is prior agreement required before this can be used?</i>
North-east exterior corner of the Woodlark building	Information about musical performances and Chapel services open to visitors	Yes – from the Director of Music and Dean of Chapel
North-east exterior corner of the Woodlark building	Information for prospective applicants for undergraduate courses	Yes – from the Communications Manager
Main entrance, north side (glazed and locked)	Visitor map	Yes – from the Communications Manager
Main entrance, south side (glazed and locked)	Visitor information	Yes – from the Head Porter or Deputy Head Porter
Woodlark building ground floor (glazed and locked)	Details of the College's operations, including certificates and other	Yes – from the Communications Manager

	information that we are required to display	
Archway between C and D staircase, south side	Information from the Tutorial Office	Yes – from the Tutorial Office Manager
Archway between C and D staircase, north side	Information about student societies and clubs	No
Library	Information for library users	Yes – from the Librarian or Deputy Librarian
Woodlark building basement, north end	Information relevant to environmental sustainability and the Green Working Group’s activities	No
Woodlark building basement, north side of mail room doorway	Information relevant to the activities of the Equality, Diversity & Inclusion Working Group and LGBTQ+ Care Group	No
Woodlark building basement, south side of mail room doorway	Information relevant to the Health & Wellbeing Team’s activities	Yes – from the Head of Wellbeing
Main corridor next to E3	Welcoming directional signage towards the Health & Wellbeing team’s offices and information relevant to their activities	Yes – from the Head of Wellbeing
Boathouse	Information for boathouse users	Yes – from the Head Rowing Coach & Boathouse Manager

2.3 The removal of notices is only permitted in a few specific circumstances:

- 2.3.1 The individual who has affixed a notice to a communal noticeboard may remove this material at any time of their choosing.
- 2.3.2 Any member of the College community may remove from any communal noticeboard any notice publicising an event or deadline after the relevant date has passed, to release space for more timely information.
- 2.3.3 Any member of the College community may remove from any communal noticeboard any notice advertising commercial activities unaffiliated with St Catharine’s operations, to release space for more relevant information. For the purpose of this policy, these commercial activities exclude ticketed academic, sporting, artistic, social and other types of events organised by the College’s JCR, MCR, clubs or societies, the University of Cambridge and other Colleges, and/or other affiliated academic institutions.
- 2.3.4 The Communications Manager may remove from any communal noticeboard any notice for the purpose of displaying it in a more relevant or visible location.
- 2.3.5 The Dean may remove from any communal noticeboard any notice relevant to any ongoing disciplinary matter (see also 3.2).

2.4 The Communications Manager may reproduce/copy a notice and display this information on another communal noticeboard if they deem this appropriate.

3. Concerns and complaints

- 3.1 The Communications Manager will conduct periodic checks of communal noticeboards to confirm if this policy has been followed and remove out-of-date material, but they are not responsible for the behaviour of others using these noticeboards.

3.2 Any complaints or concerns should be reported to the Dean who will consider the matter in line with existing policies and Rules of Behaviour, including referring any complaints or concerns to the HR Manager if they pertain to the behaviour of staff.