

Pamphlet Policy
Volunteer Services
Information Centre/Lost and Found
Updated: February 11, 2014



Definitions

Pamphlet refers to any handbills, leaflets, flyers, brochures, or other printed materials containing information about a particular subject.

Purpose

- 1 (1) This policy serves to regulate information delivered by the Students' Union through the Information Centre/Lost and Found to University of Calgary students, staff, and guests.

Policy Statement

- 2 (1) Information provided through the Information Centre/Lost and Found shall to the highest standards of professionalism, integrity, and competence.
- (2) Information provided by the Information Centre/Lost and Found shall be relevant and beneficial to University of Calgary students, staff, and guests.

Procedures

- 3 (1) To store and display pamphlets at the Information Centre/Lost and Found, organizations must contact infocntr@ucalgary.ca to request a Pamphlet Approval Form.
- 4 (1) Upon receiving a completed Pamphlet Approval Form, the Information Centre/Lost and Found Coordinators shall notify the organization that their form has been received and that their request is being processed.
- (2) The Information Centre/Lost and Found Coordinators shall contact the organization within five business days to notify them whether or not their application has been approved.
- 5 (1) Organizations that fail to seek approval shall receive notice regarding this Pamphlet Policy.
- (2) Unauthorized pamphlets shall be recycled unless the organization chooses to either:
 - (a) Submit a request as per sections 3-4 in this policy; or
 - (b) Pick up the unauthorized pamphlets.
- 6 (1) Organizations may collect their pamphlets at any time.

- (2) Expired pamphlets shall be recycled five days after expiring in the event that they are not collected by the organization.

Duties and Responsibilities

- 7 (1) Organizations shall be responsible for storing and replenishing pamphlets displayed at the Information Centre/Lost and Found.
- 8 (1) Information Centre/Lost and Found Coordinators shall communicate with Volunteer Services and the Students' Union to determine if a pamphlet contains information relevant under this policy.
 - (2) Information Centre/Lost and Found Coordinators shall maintain an updated list of approved pamphlets. This list shall be made available to Information Centre/Lost and Found volunteers.
 - (3) Information Centre/Lost and Found volunteers shall ensure that pamphlets displayed at the Information Centre/Lost and Found have been approved in accordance with the procedures established in this policy.