

UNIVERSITY OF HAWAII AT HILO

GUIDELINES FOR DISTRIBUTION OF NEWSPAPERS AND OTHER NEWS PERIODICALS ON CAMPUS

- I. Areas or locations for the placement of news racks for the display, distribution of newspapers and other news periodicals are to be described by a List of Locations for Newspapers and Other News Periodicals (Appendix A). This list, which may be amended at any time to reflect the changing University campus, will describe all such designated locations and will be available from the Office of the Vice Chancellor of Administrative Affairs and the Office of the Vice Chancellor of Student Affairs.
- II. Prior to placement of any news racks or distribution of any newspapers or other news periodicals, the publication owner or designee shall register with an administrative office to be designated by the Chancellor, and provide the name of the publication, a contact name, address and telephone number. Only one newspaper rack per publication is permitted at each of the designated sites. The publication designee may choose to distribute their newspapers at some or all of the designated distribution points.
- III. Each designated distribution point should have a recycling bin and a trash receptacle in close proximity to the newspaper racks.
- IV. Content of the racks (newspapers) must be secured so as not to be blown away and create litter on the grounds.
- V. The news racks are placed in exterior areas.
- VI. The news racks are placed in such a way so as not to block egress for pedestrians or vehicles.
- VII. Newspaper racks placed at bus stops must be impervious to precipitation.
- VIII. No news rack shall have need for electronic support, nor will it have electronic signage or be used for advertising or promotional purposes, other than announcing the name and/or address, including web site address, of the publication being offered for distribution. The display of a copy of the publication being dispensed shall not be deemed advertising.
- IX. Coin-operated newspaper vending machines are not permitted at this time.
- X. The news racks are to be owned and maintained by the newspaper agency. The newspaper agency is responsible to maintain cleanliness and safety of the news racks, and remove all outdated copies on a daily basis. The University is not responsible or liable for the maintenance of racks, loss of racks and content of racks

APPENDIX A

LIST OF LOCATIONS FOR NEWSPAPERS AND OTHER NEWS PERIODICALS

Library Lanai	Beside Coffee Cart
Campus Center	Beside Ke Kalahea 202A at 2 nd floor lanai
Cafeteria (Dining room)	Beside 1 st floor elevator
Student Services Center	Outside walkway at W-201
UCB building	Across from 1 st floor elevator
Performing Arts/Theatre	Beside snack counter at front porch
Student Life Center	Front porch
Athletics Complex	#320C courtyard
Residence Halls	Outside Ikena H and service counters of other dorms
Life Science building	Outside LS-1
Wentworth building	Outside W-1 in gravel across from bench
Science and Technology building	Outside 1 st floor front doors
College Hall area	Old Gym front porch
K-Hall	Outside University Relations walkway
Business Education building	Beside "free box" at 1 st floor
PB 5, 6, 7	Outside Upward Bound office
College of Pharmacy	Outside PB 6 main office
College of Agriculture, Forestry and Natural Resource Management	Outside classrooms at ModB, or inside lobby ModA
	Outside main office (breezeway or gravel)