

1 **Periodical Distribution**

2 Effective: August 15, 1998
3 Reviewed and Updated: March 21, 2016
4 Contact: [Senior Vice President for Business and Finance](#)

5 **Contents**

- 6 [Introduction](#)
- 7 [Policy Statement](#)
- 8 [Notification](#)
- 9 [Definitions](#)
- 10 [Distribution](#)
- 11 [Enforcement](#)
- 12 **Resources**

13

14 **Introduction**

15 This policy reflects the August 15, 1998 U.S. District Court decision and settlement agreement
16 between Partnership Press, Inc., and Iowa State University.

17

18 **Policy Statement**

19 **Notification**

20 All organizations wishing to distribute periodicals on the Iowa State University campus must notify
21 the Office of the Senior Vice President for Business and Finance or its designee prior to placing
22 unattended periodical information on campus. Additionally, to unify the appearance of the campus,
23 organizations wishing to distribute periodicals on the Iowa State University campus must use display
24 mechanisms that meet the university standard as indicated under Distribution Guidelines below.
25 Subject to space limitations, as long as the size and proposed number of editions to be distributed
26 are reasonable, placement of distribution boxes will be permitted in locations indicated in the
27 enclosed listing. Written notice of the proposed locations to be utilized by a publication should be
28 submitted to the Office of the Senior Vice President for Business and Finance or its designee 30
29 days prior to the proposed date to begin distribution.

30 In-person distribution must comply with other university policies.

31 [top](#)

32

33

34 **Definitions**

35 Periodical: A published work distributed on a regular basis such as a newspaper or magazine.

36 University-affiliated: Demonstrated connection to an academic program at Iowa State University or
37 produced by a registered student or campus organization.

38

39 **Distribution**

40 **Interior Installations: Distribution Boxes**

41 Boxes shall be of wood construction or other approved materials, matching others on campus, and
42 complying with university building interior design standards.

43 Boxes will be either wall mount or floor units, depending on the space identified as a distribution
44 location. Locations will meet all Americans with Disabilities Act architectural guidelines for access to
45 the materials, all building and life safety codes, and be subject to space limitations.

46 Distribution boxes for free periodicals shall be of wood construction and shall match others on
47 campus. The boxes can be purchased through the university. If desired, the requestor can construct
48 a prototype based on the university's design (drawings are available), receive approval of the
49 prototype from Facilities Planning and Management, and then provide their own for installation at
50 approved locations under university supervision.

51 Distribution boxes for pay and subscription periodicals shall fit inside a commercially available
52 pedestal cabinet. The university-approved cabinet is the Sho-Rackä wood cabinet from Kaspar Wire
53 Works, Inc. Acquisition information is available from Facilities Planning and Management.

54 On a cost reimbursable basis, Facilities Planning and Management will arrange to fabricate and
55 install distribution boxes for periodicals.

56 At a limited number of locations, university units make publications available as a service to clients,
57 students, visitors or employees. At these locations, called "drop-off locations" arrangements may be
58 made with the unit for publications to be dropped off for placement inside the facility, and distribution
59 boxes are not required. Drop-off locations are noted on Exhibit A.

60 [top](#)

61

62 **Interior Installations: Distribution Locations**

63 ***University-affiliated periodicals***

64 Distribution shall be limited to approved areas within selected buildings (see Exhibit A for approved
65 locations). Periodicals publishing on a non-daily schedule may be required to share distribution
66 space with other like periodicals. Distribution areas will be evaluated on an individual basis should

67 the demand be greater than the available space, or should increasing distribution propose special
68 safety problems. If physical space limitations restrict the number of publications that can be
69 accommodated at a specific location, a content neutral method of allocating space will be developed.
70 University-affiliated publishers are encouraged to coordinate with other publishers distributing at the
71 same location so as to assure efficient and safe use of space.

72 ***Non-affiliated periodicals***

73 Distribution shall be limited to approved areas of selected buildings (see Exhibit A for a listing of
74 approved locations). Periodicals publishing on a non-daily schedule may share distribution space
75 with other like periodicals. Distribution areas will be evaluated on an individual basis should the
76 demand be greater than the available space, or should increasing distribution propose special safety
77 problems. If physical space limitations restrict the number of publications that can be accommodated
78 at a specific location, a content neutral method of allocating space will be developed.

79 ***Subscription periodicals***

80 When subscriptions are required as part of an academic program, distribution of subscriptions may
81 be arranged through the academic department.

82 ***Mail and carrier delivery***

83 Individual carrier or properly addressed periodicals delivered through the mail are subject to
84 established university policies for deliveries and mail distribution on campus. Carrier delivery in
85 residence halls or the University Student Apartments must comply with Department of Residence
86 rules regarding distribution.

87 [top](#)

88

89 **Exterior Installations: Distribution Locations**

90 Exterior distribution locations and design standards for both university-affiliated and non-affiliated
91 periodicals require approval of the Senior Vice President for Business and Finance or his/her
92 designee.

93

94 **Disposal**

95 When delivering new editions of periodicals, delivery staff will remove out-of-date copies of their
96 publications and bundling materials, if any, and dispose of them off campus, unless specific
97 arrangements have been made with Facilities Planning and Management to use the university
98 refuse system at specific locations. A disposal fee may be charged for unauthorized use of campus
99 refuse facilities.

100

101

102 **Access for Delivery**

103 Most campus buildings are accessible from 7:00 a.m. to 6:00 p.m., Monday through Friday. Contact
104 with the specific building supervisor should be made regarding how to access buildings for deliveries
105 outside of normal building hours. Delivery vehicles are expected to comply with campus parking and
106 traffic regulations. Delivery vehicles are not permitted to drive off streets or roads, on sidewalks, or
107 other areas.

108

109 **Enforcement**

110 Periodicals that do not follow the university guidelines may be barred from campus distribution for a
111 period of up to one year after which time they may reapply for distribution privileges on campus.
112 After the end of a period during which a periodical has been barred, the university may refuse to
113 reallocate space in favor of such publications in those locations where the demand is greater than
114 available space.

115 Unauthorized periodicals or distribution boxes on campus may be removed and disposed of by the
116 university without notice to publications. Disposal costs and repairs to our facilities that may have
117 been caused by the periodical may be charged to the publisher. Any past due bills may result in
118 removal of publications and distribution boxes until the charges have been paid.

119 Enforcement of this policy shall be the responsibility of the Associate Vice President for Facilities
120 Planning and Management. Appeals of decisions of the Associate Vice President for Facilities
121 Planning and Management may be made to the Office of the Senior Vice President for Business and
122 Finance.

123 Periodicals or distribution boxes found in unapproved locations or in unauthorized distribution boxes
124 may be disposed of by university personnel without notice and reported to the Senior Vice President
125 for Business and Finance.

126 [top](#)

127 **Resources**

128 **Links**

- 129 • [Periodical Distribution \[Policy in PDF with line numbers\]](#)
130 • [Exhibit A: Periodical Distribution - Interior Locations](#)

131