Appendix: Summary of Policies Relevant to use of University Resources in Campaign Activities or Literature

Distributing Literature

Administrative Policy: Distributing Publications and Installing Banners at the University (University policy)
Administrative Policy: Installing Banners (University Procedure)

- Provides for the general public, faculty, staff, students and student organizations, to distribute and/or post non-University publications that are not for sale on its Twin Cities campuses, subject to reasonable time, place and manner restrictions covered in this policy and procedures.

Using University Equipment, Phones, & Mail

Administrative Policy: Use of University Equipment and Services (University policy)

- States that University equipment and services such as computers, copiers, facsimiles, machines, tools, and data networks accessing electronic mail and institutional, college, or departmental computer systems is not be used for solicitation, or purposes not authorized by the Board.
- States that University interoffice mail services is not to be used by employees for personal mail or solicitation of funds.

Administrative Policy: Using University Telephone Services (University policy)

- Provides for departmental responsibility in determining when an employee needs to have access to telephone services and the type of services needed to carry out responsibilities.
- Restricts use of phone for personal calls and how to handle when made.

Using University Real Estate

Board of Regents Policy: Property and Facility Use (Board policy)

- Covers non-University uses of University facilities.
- Allows for the University to enter into rental agreements with non-University entities for permissible use of University facilities under conditions of minimal legal or financial risk.

Administrative Policy: Using and Leasing University Real Estate (University policy)

- States that University property is not available for the personal use of individuals nor one’s sole personal gain.
- States clearly that the University cannot cosponsor activities with political groups.
- Indicates use of University property by non-University parties requires a written lease.

Use and Lease by Non-University Groups University Procedures (University Procedures)

- Covers lease and insurance requirements.
- Requires approval by the Real Estate office for contracts for use of University property for events and/or activities not cosponsored by a University department.
Using Information Technology Resources e.g., Data and E-mail

Administrative Policy: Acceptable Use of Information Technology Resources (University policy)

- Provides for information/data and systems to be used by authorized individuals to accomplish tasks related to their jobs. Use of the information and systems for personal gain, personal business, or to commit fraud is prohibited.
- Standards for using information technology resources are included for (a) use of IDs and passwords, (b) use of information/data and (c) use of software and hardware.
- Use of University e-mail, computers, and networks only for legal, authorized purposes. Conducting private business unrelated to University activities.