

Resources for obtaining films/videos

The UW Tacoma Library has created a “Guide to Showing” films for use by student organizations on campus. The guide includes information on films UW Tacoma purchased with Public Performing Rights (PPR), that do not require copyright fees, as well as film distributor contact information. This brochure can be picked up in the Student Organization Office (MAT 107); it can also be viewed and a PDF copy of it may be downloaded by visiting:

http://www.tacoma.washington.edu/library/media/about/showing_films_guide.pdf

Additional Resources available include:

- UW Copyright Connection
- <http://depts.washington.edu/uwcopy/>

Advertising

All postings (fliers, posters, etc.) must be approved by Student Life. Approval may be obtained one of two ways:

1. Send an electronic copy (PDF, Word, or Publisher) of the advertisement to uwlife@u.washington.edu. When creating the advertisement, be sure that the bottom right hand corner area (2" x 2") of said advertisement is left blank – this is where the approval stamp will be inserted; or
2. Bring a hard copy of an advertisement to the Student Life Office (MAT 108) for hand stamping. If possible, bring the original; copies can be made after it has been stamped.

Please note: To be approved, advertising needs to be sent/hand delivered to Student Life a minimum of two (2) weeks prior to the activity date

Distribution of Handbills, Leaflets and Similar Materials

Non-commercial handbills, leaflets, and similar materials may be distributed by regularly enrolled students and by University personnel in public areas or areas outside University buildings and in meeting rooms that have been reserved for their use so long as such distribution does not materially or substantially interfere with the conduct of University functions or the freedom of movement. Such materials **must** bear identification as to the student organization responsible for its distribution.

Signs, posters, and leaflets may be posted only on designated campus bulletin boards which have been provided for such purposes. **It is the responsibility of the sponsoring organization to remove any promotional materials the day after the event.** Any maintenance expense incurred by the University may be billed to the responsible organization.

Non-commercial materials for distribution to student organizations may be placed in the organizations mailboxes after approval by a Student Life staff member. Materials must be distributed by a student, student organization, or other campus entity and bear identification of the sponsoring individual or entity. Partisan political materials may not be distributed through organization mailboxes.

Trademarks and Licensing Policy

The University of Washington, like most universities, monitors and regulates the use of its name, logo, images and insignias on items such as T-shirts, novelty items, correspondence, and other