2.15 PUBLICATIONS

Last Revised: January 2011

Policy Statement: All publications used or distributed by any division of Piedmont Community College will accurately and responsibly represent the College and its Mission.

Purpose/Definitions: For the purposes of this policy, publications are defined as any brochure, advertisement (print, radio, electronic communication, or video), press release, catalog, newsletter, website, social media, e-newsletter, or other marketing tool distributed to the general public or any portion of the general public.

Approval Authority/Monitoring Authority: The Director, Public Information has monitoring authority for this policy.

Procedure: Procedures for publication development, review, and printing shall be the responsibility of the Director of Public Information. The Director of Public Information must approve in advance any request for the use, copying, or reprinting of any Piedmont Community College publication by a non-College organization.

Legal Citation: N/A