

2.15 Publications

Last Revised: August 2022

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

Purpose/Definitions:

Purpose

The purpose of this policy is to engage the community, both internal and external, while providing the most up-to-date information on the College's services and activities.

Definitions

Publications—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 Vice President, Advancement and Communications has monitoring authority for this policy.

Procedure:

Section 1: Oversight and Approval

- 1.1. Procedures for publication development, review, and printing shall be the responsibility of the Communications Team.
 - 1.2. The Vice President, Advancement and Communications must approve in advance any request for the use, copying, or reprinting of any Piedmont Community College publication by a non-College organization.
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Legal Citation: N/A

History: Effective October 1991, revised January 1992, October 2001, January 2011, November 2020, August 2022