

### **Procedure 2.3.6.1 Administrative: College Publications**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**ADMINISTRATIVE  
COLLEGE PUBLICATIONS**

**PROCEDURE 2.3.6.1**

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- A. The President, or the President's designee, shall review, before distribution, all official College publications. Such publications include, but are not limited to: advertisements, catalogs, brochures, flyers, manuals or handbooks, leaflets, news releases, special reports, newsletters, schedules, posters, displays, multimedia presentations, memos or mass mailed letters.
- B. All of publications must have prior approval of the respective project/program supervisor, be coherent in design and presentation and convey a positive image that supports the College's mission.
- C. All College publications and advertisements printed with state or local funds should carry the statement that the College is an equal opportunity employer.
- D. College employees involved in the creation or production of any official or divisional publications should familiarize themselves with intellectual property and copyright laws before using another person's material in a publication.

Adopted: 5/24/18 BOT