

<p style="text-align: center;">HAYWOOD COMMUNITY COLLEGE</p>	<p style="text-align: center;">ADMINISTRATIVE COLLEGE PUBLICATIONS</p>	<p style="text-align: center;">Procedure 2.3.6.1</p>
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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: 11-14-2017