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## **POLICIES & PROCEDURES FOR EMPLOYEES**

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Publications Guidelines** **3.35**

Responsible Division: Administrative

Date Approved: October 1994

1. It is the policy of Southwestern Community College to comply with Article 13 of chapter 143 in Senate Bill 62. A copy of the college's Publication Guidelines may be found in the Public Information Office. The Publication guidelines address the types of publications affected, the style of the publications, the review and approval process, distribution of publications, printing of publications, special requirements and resources.
2. Personal computers, various software programs and photocopiers may enable individuals to bypass the use of the Media Services Work Order Form for the production of flyers, brochures, newsletters, news releases, posters, pamphlets, invitations, booklets, etc. All publications to be distributed to the public must be submitted to the Public Information Officer to be reviewed for accuracy, clarity, and marketing value.
3. Student publications such as student yearbooks, newspapers, literary magazines, and other periodicals may be published as sufficient student interest develops. Southwestern Community College supports a free student press and expects all student publications to uphold the highest level of journalistic responsibility and integrity and to comply with all applicable state and federal laws. Faculty and staff advisors of student organizations offer guidance to student editors and ensure their understanding of the rights and responsibilities commensurate with a free press. It is the responsibility of the editor and staff to

follow good journalistic practice:

- To seek out the facts and to have a reliable source for the facts printed.
- To represent the facts clearly and fairly.
- To deal with issues and not with personalities.
- To maintain a dignified, judicious, and positive approach to problematic issues.
- To differentiate between fact and critical judgment and to confine critical judgment to editorial writing, clearly identified as such.

Opinions expressed and editorial content are responsibility of the student organization sponsoring a publication and not the responsibility of Southwestern Community College. The college Educational Support Committee shall respond to matters of significant controversy.

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