
Procedure: Publications Center

Reference No.: 5.10

Authority: College President

Cross Reference: Policy 1.2

Approved: November 27, 1990

Revised:

General Guidelines:

1. The College's Publications Center exists primarily to manage the College's publications aimed at external audiences:
 - A. General Catalog - Semester Schedules
 - B. Community Education Schedules
 - C. Viewbook
 - D. Program and Office Brochures
(and display advertising designs)
2. The Center also produces routine campus wide materials: the newsletter, telephone directories, special event signage, etc.
3. The Center also provides some expertise in assisting instructors in projects that require a graphics component.