Policy 702

BOARD POLICY

PUBLICATIONS

Documents intended for public use, such as brochures, pamphlets, or other written
material, should follow acceptable writing traits. Prior to publication, the Director should
screen the document for content, organization, voice, word choice, sentence fluency, and
conventions. Descriptions of these traits are defined more clearly in the related
procedures document.

All publications will be clearly labeled with the Library name, address, web page URL,
and phone number. There should be a publication date and a contact person listed on the
document.

The Director is encouraged to obtain the approval of the Board of Trustees.

All approved publications may be put onto the Library web site. The Webmaster should
verify the web format with the director prior to final inclusion on the web site, as in some
cases the html format may differ from the print format.

Effective: 12/3/04

Return to Policy Page