

Policy 2.04

Publications Guidelines Policy

It is the policy of the College to produce publications of consistently high quality. All divisions, departments, programs, offices, and committees which are part of the College should adhere to the procedures set out in these guidelines.

These guidelines include all documents prepared for circulation outside the College, including “traditional” print documents and digital documents (the College website and other items on the Internet).

A. Print Documents Procedure

Information is forthcoming

B. Digital Content

Beaufort County Community College recognizes the value and potential of publishing on the Internet/web server. Administration, faculty, and staff are encouraged to supply electronic information to be published to the College servers. Digital content must support the College’s mission and be consistent with printed policies, procedures, and guidelines set forth by the College. This includes links to other sites outside of the campus website. Media may be considered in violation if it contains links to a page that violates the policies of the College.

In order to provide graphical and content consistency, all digital content must follow the procedures listed below. All digital content will be submitted to the webmaster for compression and posting to the College servers. Digital content will feature the following:

- The date of stream posting.
- Name of the responsible publisher, including contact information.
- Name of course, section number, semester, and date, if applicable.

Beaufort County Community College servers may not be used to create digital content primarily for personal business or personal gain. The following statement will appear on the digital content home page: *“The views and opinions expressed in this digital content are strictly those of the author. The contents of this digital file may not have been reviewed or approved by Beaufort County Community College”*. The author may include a Creative Commons License.

Access to upload to the College streaming server will only be granted to appropriate information technology staff and the Webmaster. The College reserves the right to refuse to encode or upload any material deemed unsuitable for streaming. Potential reasons for refusal include poor quality or breach of copyright.

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Procedures

- The Digital Content Publication Submission form should accompany all digital requests. This form is available on the streaming server instructor's page.
- Digital content will be sent to webmaster for posting to the server.
- Webmaster will compress files and publish them to the server.
- Webmaster will notify user with link to the file to be placed in Blackboard if applicable.
- AV/Media release form must be signed if applicable.
- Copyright release form must be obtained from publisher if applicable.
- Creative Commons License logo will be used if applicable.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [College Colors Procedure](#)

History

Senior Staff Review/Approval Dates: 2/5/13

Board of Trustees Review/Approval Dates: 06/02/2009

Implementation Dates: *Enter date(s) here*