



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

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