

Electronic Message Board Procedures Sutterville Road

- Some institutional messages will always run, such as SCC on the Web. The message board will also be used to highlight achievements of the college community.
- A limited number of messages will be displayed at any one time. This gives commuters an opportunity to view more than one message without missing any. Only one message for any given event will be posted.
- Requests for messages must be made in writing to the public information office at least one week prior to the date the message will be posted. The public information office may edit the length and content of messages so that they are displayed in a timely, readable manner.
- Messages will be posted no sooner than two weeks prior to the event and will be taken down immediately after.
- Events must be of general interest and open to the community.
- Messages advertising an event must have a contact number.
- Messages should only serve as reminders of events. They will not be effective unless the community is also notified in some other manner.
- The public information office must be consulted before including the use of the message board in contracts. Once the contract is signed, the public information office should be immediately notified in writing what the message should say and who the contact person is for the event. All policies, including how the message is edited and when it is posted, shall apply.

Adopted by the Executive Council as a working document on September 21, 1999.