

3359-20-05.7 Publications and promotional materials.

(A) Internal publications.

- (1) Internal publications are those materials which are not distributed in whole or part to the general public or off-campus. Internal publications include exams and other classroom materials, meeting notices and minutes, notepads and forms, and other materials which contain information solely for the university's internal audience.
- (2) As a general rule, notices of meetings of committees, faculties, clubs, honoraries and the like should not be individually duplicated but should be included in the university's "Calendar of Events," "UA Live," and or "E-mail Digest."

- (4) Under the university regulations (and in accordance with state law) the university can assume no liability for printing costs except those incurred through the purchasing department.

(B) Internal publication documents.

- (1) "The University of Akron Events" is maintained on the University of Akron web page for public events, meetings, important dates and deadlines.
- (2) "The University of Akron Chronicle" is published monthly during the regular academic year and is distributed to full-time faculty of the university faculty. It contains the minutes of the university senate and other official information regarding university operations.

- (3) "The University of Akron Directory of Faculty and Staff" is published annually at the beginning of the fall semester. It contains office locations, phone extensions, and e-mail addresses of faculty and staff members and, if the individual has authorized release, home addresses and phone numbers. The directory is published by the ~~department of institutional marketing~~ office of university communications and marketing, in conjunction with the departments of human resources.
- (4) "E-mail Digest" is a weekly news feature, distributed electronically to faculty and staff each Friday by the department of internal communication. It is also posted on the web for retirees. Items will be accepted for publication only when the university is directly involved in the activity through participation, sponsorship, or partnership with one of its recognized organizations, colleges, or departments. The university reserves the right to edit or to refuse to run any submission for any reason. "E-mail Digest" is not, nor is it intended to be, a public forum or a limited public forum.
- (5) "ZipMail," a compilation of announcements from student groups, is distributed electronically to students every Friday by the department of student life. Items will be accepted for pu 0 (b)-18(y81b 1)-4(d)2(f)5e

- (e) Design elements of the publication (type, ink, paper, color, illustrations, photographs).
 - (f) Specifications for printing.
 - (g) Production and placement of university news releases.
 - (h) Production and placement of university advertising, excepting classified and yellow pages advertising. Advertising for individual colleges, institutes, and departments which cannot be handled directly by the ~~department of institutional marketing~~ office of university communications and marketing should be approved by the ~~department of institutional marketing~~ office of university communications and marketing prior to placement.
- (4) Exceptions to guidelines for the use of the logo and other aspects of the identity system are considered individually by the director of ~~institutional marketing~~ university communications and marketing. It is the responsibility of the client or originating department to meet these general procedural requirements:
- (a) Before starting any publication project which is meant for any external audience, including alumni, meet with ~~institutional marketing~~ university communications and marketing staff to ascertain the project's purpose audience, content, and planned distribution, as well as creative resources requirements.
 - (b) Allow at least four to six weeks lead time for production, longer if the project is large.
 - (c) Provide an appropriately signed requisition when requesting services being provided through ~~institutional marketing~~ university communications and marketing.
 - (d) Requests for use of particular creative resources will be honored only if the resource is approved in advance by ~~institutional marketing~~ university communications and marketing and is deemed appropriate for the project by ~~institutional marketing~~ university communications and marketing.

chief operating officer.

to the editorial board, a university of Akron faculty author has the option of insisting on an outside report, and the further option of appealing an adverse decision by the press staff to the editorial board. These faculty options apply only to book-length works of original scholarship, not to dissertations, reports, compilations, conference proceedings, edited works, translations, and the like.

(F) University publications.

- (1) "The General Bulletin" is the official catalog of the university and is distributed through the admissions office.
- (2) "The Graduate School Bulletin" contains requirements for admission and graduation and the programs of advanced study offered by individual colleges and departments.
- (3) "The School of Law Bulletin" is published annually. It contains requirements for admission and graduation and the programs of study offered by the school of law.
- (4) "The Buchtelite" is published twice a week during the fall and spring semesters by the students of the University. It contains campus news, announcements, and items of general interest to students and faculty.
- (5) Scholarships, fellowships, and awards at the university are listed in a booklet distributed by the office of student financial aid and employment and the department of development.
- (6) "The Tel-Buch", published annually, is the student yearbook of the

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