

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 99:028	Supersedes Policy Number: New Policy
Date: June 10, 2002	Dated: New Policy
Subject: Electronic Message Board	
Initiating Authority: Executive Director of Marketing and Public Relations	TBR Policy/Guideline Reference:
Approved: <p style="text-align: center;">President: Signature on File</p>	

Austin Peay State University’s electronic message board is viewed by both the campus community and the general public, making it a highly visible representative of the University. Therefore, it will be operated in a manner that supports Austin Peay’s mission of education and public service and promotes a positive University image.

Messages considered for the board include major art, music and theatre events; sports activities, important academic calendar dates (such as registration deadlines), holidays and campus closings, approved student programs and events and Austin Peay announcements of community-wide interest.

Requests for messages to be posted on the sign should be made at least two weeks in advance by contacting the Office of Public Relations and Marketing’s communication specialist (x7868), who will configure text to accommodate electronic and mechanical limitations. Messages also may be edited for brevity, clarity and compliance with medium specifications.

Additional Regulations

1. Messages from any organization not affiliated with Austin Peay, of interest only to the campus community or that are for events open only to members of an organization will not be posted.
2. Messages will be posted for not more than seven consecutive days.
3. Not more than one message per event will be posted.
4. All messages must be approved by the Office of Public Relations and Marketing, which reserves the right to deny posting of messages deemed inappropriate. This includes messages not specified in the Electronic Message Board Policy.

Please note that, in unusual circumstances, requests with a shorter lead time than two weeks or posting period longer than seven consecutive days will be considered and must be approved by the appropriate vice president. Also, emergency announcements may be posted as needed.