

Herkimer County Community College Board Policy

TITLE: Use of Official College Logo and Seal

POLICY #: CR 89-16A

DATE OF BOARD OF TRUSTEES APPROVAL: 3/15/01

RESOLUTION #: 89-16A, 09-07

POLICY STATEMENT:

It is the policy of the Herkimer County Community College Board of Trustees that the use of the Herkimer County Community College logo and seal on any material, without Presidential approval, is unauthorized for any purpose.

BACKGROUND:

This policy was adopted in 1989 and was amended first in 2001 to reflect an administrative organizational change. It was amended a second time in 2010 to change the required approval from that of the Board to that of the President of the College.

The logo and seal are official trademarks of the institution. This policy was developed to protect against unauthorized use of these trademarks. A written record of approved Presidential consent must be on file in the office of the Herkimer County Community College Director of Public Relations. Approved material must conform to designs approved by the College.

Questions regarding this policy should be directed to the Director of Public Relations. Additional reference material is on file in the Public Relations Office.

Revised: 3/3/2010