



# PROCEDURE

## Headliners Awards Materials

Procedure Administrator: Director of Learning Resources

Authority:

Effective Date: December 22, 1977, March 21, 1978, October 20, 2011

Index Cross-References: Policy IV-67.1: Headliners Awards Materials

Procedure File Number: 4124

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE:

To describe how the college will accept, maintain and preserve this material.

### II. PROCEDURE:

#### A. Materials received for preservation will:

1. Not be duplicated in any fashion without written permission of the Press Club of Atlantic City.
2. Not be used for broadcast.
3. Be used only for academic purposes by faculty and students of Stockton College.
4. Be made available to members of the Press Club of Atlantic City or their designated agent.
5. Be cataloged, classified and circulated in a manner consistent with Stockton College Library procedure.
6. Remain in the collection of Stockton College Library only as long as deemed appropriate by the library and/or space is available. Remain the property of the Press Club of Atlantic City.

B. The Press Club of Atlantic City and the National Headliners Club are not committed to any financial responsibility through this agreement.

C. The agreement can be cancelled by either party by giving thirty days written notice.