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## **Media Relations Guidelines**

### **SCOPE OF POLICY**

Antioch College supports freedom of speech and of the press as outlined in the First Amendment of the United States Constitution. This policy was established to describe the College's position with respect to interacting with members of the press. For the purpose of this policy, "members of the press" shall refer to representatives of newspapers, magazines, newsletters, online publications (such as news blogs), television stations and programs, and radio stations and programs.

### **GUIDELINES**

Community standards – as codified in the Honor Code and Student Handbook – apply to everyone on campus, including members of the press. These standards apply at all times, under every circumstance. It is expected that all interactions between members of the press and community members be conducted in a respectful manner.

Students and College employees with no public relations responsibilities are under no obligation to submit to interviews with members of the press.

It is the responsibility of the Office of Communications to initiate and/or respond to requests from members of the press and to manage those interactions. When a member of the community is contacted by the members of the press who are reporting on Antioch College, the community member must immediately notify the Office of Communications.

All members of the press must contact the Office of Communications prior to arrival on campus. Campus interviews, photography, and videography must be arranged through the Office of Communications. While on campus, all members of the press are required, when appropriate, to wear press badges that can easily be seen. Student journalists must identify themselves as such and wear press badges when they are covering campus events or issues.

Photographs, audio, and video may be taken on the College campus in consultation with the Office of Communications. To take photographs, shoot video footage, record audio, and/or conduct any interview inside College facilities, members of the press must be accompanied by communications staff or a College representative designated by the Office of Communications.

To gain access to a residence hall or classroom, members of the press must request authorization from the Office of Communications at least 24 hours prior to the intended visit. Communications will work with the Office of Community Life to seek student consent when appropriate and will notify students of the presence of media representatives in the residence hall. For access to classrooms, the Office of Communications will seek the consent of the individual members of the faculty.

Antioch College complies with the Federal Educational Rights and Privacy Act, as well as state laws, regarding the retention and release of personal and/or educational records of all current employees and students.

The College must obtain authorization from those whose photographs are taken with the intent to publicize the institution. Their consent allows the College to incorporate these photographs in situations appropriate to the image of an academic institution, including release to members of the press.

Should a visitor chooses to ignore campus community standards, the College reserves the right to ask that visitor to leave campus.