

PUBLICATION SERVICES POLICIES

Newsletter Policy

1. The Quezonian Newsletter which is published quarterly is the official newsletter of QCPL. It has an official logo: The Sun, Quezon Monument and books. The Sun represents creativity and the power of the QC constituents to meet the challenges in their everyday life. The Quezon Monument represents Quezon City and its history and the books represents accurate information, knowledge and wisdom derived through libraries and books.
2. The Publication services will start to gather drafts of original articles from the different sections and branch library on the first month of the current quarter.
3. Article/s must be submitted to the Publication Services within 2 days after the activity was conducted by the respective sections and branch libraries.
4. Articles must also include clear pictures of the activities conducted and should be submitted both in hard and soft copy.
5. Article/s submitted should have been conducted during the months within the specific quarter (i.e. 1st quarter, 2nd quarter, 3rd quarter or 4th quarter). Otherwise, if it was conducted during the past quarter/s articles submitted will no longer be accepted by the Publication Services and will not be included in the current quarter issue.
6. Editor/s of the Publication Services has duty to edit the article/s submitted as follows:
 - a. Typographical errors.
 - b. Tenses.
 - c. Proper use of word/s.
 - d. Spelling.
 - e. Rephrasing sentence/s or paragraphs.
 - f. Proper captioning of photos/pictures.
7. Writers of submitted articles will be notified or informed in case there are any changes in the articles submitted.
8. Final draft copy of the newsletter will be forwarded to the City Librarian and/or the Asst. City Librarian for further comments, suggestions and final approval for the printing.
9. Final editing and printing of the newsletter will be done on the last week of the current quarter and to be published and distributed on the 1st week of the succeeding quarter.

Social Media Policy

1. An assigned staff under the Publication Services will take charge of viewing and monitoring of the QCweb mail, yahoo mail, e-bulwagan, G-mail and Facebook.
2. The assigned staff must always check and monitor the online accounts to make sure that inquiries and messages are properly answered/responded and forwarded to the person/s or section/s concerned.

3. In case of neglect of the assigned staff to monitor important messages and were not immediately forwarded to concerned recipients; said recipients should follow up the staff in charge immediately for the retrieval of the particular messages.

4. The Publication Services ensures that the messages or inquiries are acted upon.