



Policies and Procedures Manual

Title: Use of Printed Alumni Directory
Policy Administrator: Director of Alumni Relations
Effective Date: Jul-01-2008
Approved by: Vice President for Development and Alumni Relations

Purpose:

The College of the Holy Cross alumni directory is published by the Alumni Association and the College and is designed to facilitate communication among alumni for personal or College-related purposes. To safeguard the publication of the directory, the following specific rules and regulations have been established.

Policy:

The directory is for official College and Alumni Association use, also for individual communication of a personal nature between members listed herein. Users of the directory must abide by the following rules.

Use of this directory for any other purpose, including, but not limited to, reproducing and storing in a retrieval system by any means, electronic or mechanical, photocopying or using the addresses (electronic or otherwise) or other information contained in this directory for any private, commercial, or political mailing is strictly prohibited and is in direct violation of copyright and constitutes misappropriation of corporate property. Such unauthorized use may also violate the rights of privacy and/or publicity of individuals listed herein and may constitute tortuous interference with contractual relationship related to this publication.

Procedures:

Directories are printed every five years with the most recent version in 2010. The Holy Cross Alumni directory is only available for purchase to Holy Cross alumni. To order one, please contact Harris Connect at 1-800-877-6554.

Related Information:

Title Harris Connect

Policy # 210101-002
Date of Last Review Jul-21-2011