



### **Media Inquiries**

To ensure that John Carroll University maintains the appropriate public image and that communications to the media (i.e., newspapers, television, radio, periodicals, web) are accurate and in line with applicable university policy, contacts from the media should be referred to Public Affairs at (216) 397-4321. The Public Affairs department will discuss the story with the inquiring reporter, determine whether or not confidentiality issues are involved, and contact the appropriate “experts” on campus to respond to the story/reporter/news item.

Should a member of the university contact or be contacted by the media, the Public Affairs office asks that a copy of the news story that is ultimately printed be sent to our office for record keeping purposes. If the medium is television or radio, the Public Affairs office asks that we receive a call prior to the story running so that we can watch or listen to it.

Revised Date: 03/10/2006