

<b>CATEGORY: 4.2 Official Publications</b>	<b>PAGES: 1</b>
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<b>TITLE: Publication of CSHP Official Publications</b>	<b>REVISED: April 2016 ('Council')</b>

**POLICY**

Official Publications will be distributed without warranty of any kind, either expressed or implied. It remains the responsibility of the user of the publications to judge their suitability for their particular purpose within the context of his or her practice and the legislative framework. In no event shall CSHP or any persons involved in the development and review of these publications be liable for damages arising from their use.

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*This policy applies to CSHP National and all its branches.*

**DEFINITIONS**

None

**PROCEDURES**

1. The Coordinator of Professional and Membership Affairs notifies the Publications Administrator when the Board approves a new official publication.
2. The Publications Administrator completes the following tasks:
  - a) Adds the notations in the approved Official Publication to record the date that the Board approved the publication.
  - b) Working with the Coordinator of Professional and Membership Affairs, incorporates any changes to the document requested by the Board.
  - c) Arranges to have the Official Publication translated to French.
  - d) Ensures the publication (French and English) is formatted according to the approved format.
  - e) Posts the Official Publication in the designated location on CSHP’s website, setting the appropriate access privilege (public or members-only).
  - f) Notifies CSHP membership of the new Official Publication through a notice in the eBulletin (template is available).
3. The Web Administrator posts a notice on CSHP’s homepage for three months (unless space on the website is required to promote other items) with a link to the publication.

**REFERENCES** None

**FORMS** None