

DAILY NEBRASKAN

Policy Handbook

*Updated March, 2009
Ammended May, 2011*

University of Nebraska-Lincoln Publications Committee Bylaws

The University of Nebraska Board of Regents has established the University of Nebraska-Lincoln (UNL) Publications Committee to govern student publications on the Lincoln campus. The following are the bylaws of the UNL Publications Committee:

1. NAME. The official name of the body shall be the University of Nebraska-Lincoln Publications Committee.

2. PURPOSE. The Publications Committee shall be the governing board of the Daily Nebraskan, the official UNL student newspaper, and other student publications which the Committee authorizes. The Daily Nebraskan and any other publication authorized by the Committee shall be published exclusively for educational purposes for the benefit of the University students and the University community.

3. MEMBERSHIP. The committee shall be composed of nine members — five UNL students; two staff representatives, and two newspaper professionals from outside the University. The students shall be nominated by the Association of Students of the University of Nebraska (ASUN) and appointed by the UNL Chancellor. The staff representatives shall be nominated by the UNL Faculty Senate and appointed by the UNL Chancellor. The newspaper professionals shall be appointed by the UNL Chancellor.

4. TERMS OF APPOINTMENT. Student members shall serve staggered one year terms. Three students appointed in the Fall semester shall serve from January 1 to December 31. Two students appointed in the Spring semester shall serve from July 1 to June 30. Any student member intent on applying for the position of Daily Nebraskan Editor-in-Chief (for either the summer of the fall-spring editions) must resign his or her position on the board by the end of the fall semester prior to editor interviews. The two UNL staff representatives shall serve staggered three year terms. The two newspaper professionals shall serve staggered three year terms.

5. REMOVAL FROM OFFICE. A member shall be removed from the Committee only for just cause, after being given notice and a due process hearing. Any member who misses two meetings for an unexcused reason shall be given a hearing of due process and shall be dismissed if a third meeting is missed. Members shall be removed only by a vote of two-thirds majority of the entire committee.

6. POWERS. The Committee shall be responsible for the general operation of the Daily Nebraskan and any other publication under its control. The Committee shall approve all major decisions concerning budget, income, expenditures and policy. The Committee shall employ such staff as it considers necessary to operate its publications. No part of the earnings of the Daily Nebraskan and/or any other

publication authorized by the Committee shall inure to the benefit of, or be distributable to, any private individual, except the Committee shall be empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in By-Law Number Two. It shall be the duty of the Committee to see that its publications are complying with the code of ethics for student publications established in the *Guidelines of the Student Press* by the Board of Regents.

7. MEETINGS. The Committee shall meet at least once per month during the regular school year. The chair may call summer meetings as he/she deems necessary. All meetings shall be conducted in accordance with the laws of the State of Nebraska concerning public meetings. No business shall be transacted in a meeting unless a quorum is present. A quorum shall consist of a majority of the entire Committee. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee, unless the act of a greater number is required by the bylaws. When it is necessary to hold an emergency vote, e-mail may be used as long as the editor, general manager and ad managers are copied and the nature and results of the emergency are recorded in the committee's minutes.

8. OFFICERS. The Committee shall have three officers which will be a chairperson, vice-chairperson, and secretary. The chairperson shall be a student member of the Committee. The chairperson and vice-chairperson shall be selected by a majority vote of the Committee. The chairperson will call and conduct the meetings of the Committee. The vice-chairperson shall serve in absence of the chairperson. The professional adviser to the Daily Nebraskan shall serve as the secretary of the Committee. The chairperson and vice-chairperson shall serve one year terms from July 1 to June 30. Election of officers will be conducted during April of each year.

9. EXECUTIVE BOARD. The Committee may appoint an Executive Board which shall consist of three Committee members. The Executive Board shall consist of at least two student members, one of whom shall be the Committee chairperson. The Executive Board shall make recommendations to the Committee and is empowered to make emergency decisions when the complete Committee is unable to conduct business.

10. AMENDMENTS TO BYLAWS. The Bylaws shall be amended only by a vote of two-thirds majority of the entire Committee; provided that no law of the State of Nebraska or regulations established by the University contained in the bylaws shall be amended by the Committee.

Access to Publications Board Chairperson & Adviser

The name, e-mail address and telephone number of the UNL Publications Board Chairperson, editor, and professional adviser will be published daily in the masthead of the Daily Nebraskan

The following also will be included in the masthead:

Readers are encouraged to submit story ideas and comments on the Daily Nebraskan by phoning 472-1763 between 9 a.m. and 5 p.m. Monday through Friday. The public also has access to the Publications Board. For information, contact (chairman's name e-mail address and phone number).

Alternative Publications

The Publications Board recognizes and supports the value of producing an alternative publication which provides literary or indepth analysis of topics.

Open Meetings Law

The UNL Publications Board shall conduct all meetings in accordance with the Open Meetings Law enacted by the State of Nebraska.

Personnel Reports

At the first meeting of the Publications Board each semester, each department manager will provide the Board with a notification of salary scales for all employees.

Publications Board Agenda

The UNL Publications Board shall make a standard agenda to allow for continuity and to increase public knowledge of the board. The standard agenda should include:

- 1) Editor-in-Chief's Report
- 2) Advertising Report
- 3) General Manager's Report
- 4) Open Forum (not exceeding 15 minutes)

Selecting the Editor-in-Chief

Advertising for the Positions

The UNL Publications Board shall advertise in the Daily Nebraskan the position of Editor-in-Chief for at least five (5) consecutive publication days, the last of which must be at least two weeks before the scheduled interview time.

Application Process

Job descriptions for Editor-in-Chief shall be made available to all students interested in applying. Applicants should include samples of their writing. All applications for Editor-in-Chief shall be screened by a committee made up of at least two Board members and the professional adviser. It shall be the responsibility of the committee to determine whether to contact references for each applicant, develop core questions and set interview time limits.

Only the top applicants will be invited to be interviewed. The selections will be made by the screening committees, on the basis of applications, work submitted, and references. Top applicants will be contacted to set up an interview time, and will be made aware of their opportunity to make a brief presentation at the beginning of their interview. Packets containing applications and samples of work for each applicant to be interviewed MUST be mailed to each Board member at least one week before the scheduled interview.

Interviews

All interviews will occur in an open session of the Publications Board meeting. Only members of the Publications Board, and those specified by the Board, will be allowed to question the applicants.

Each interview will be conducted in the following order to establish comparability and fairness to all applicants. During each applicant's interview:

- 1) The applicant will be allowed to make a brief presentation.
- 2) Following the presentation, the applicant will

be expected to respond to a list of core questions prepared by the screening committee prior to the first interview. These core questions will be asked of each applicant.

- 3) The applicant will then respond to questions from individual board members.

The Publications Board has the right to establish a time limit on each interview.

Selection Process

The Publications Board shall convene to a closed session to discuss the interviews of the candidates and their qualifications. Selection of the candidates must occur during an open session of the Board and the selection will be done by an oral vote of the Publications Board members.

A majority vote shall be required to select the editor, rather than a simple plurality. If a majority is not reached on the first ballot, the board may choose to eliminate the candidate with the fewest votes for a subsequent ballot, or choose to select from the two candidates with the highest votes, or take whatever action is appropriate under the circumstances to move toward a majority decision.

Timeline

The Editor-in-Chief for the academic year shall be selected no later than March 8.

The Editor-in-Chief for the summer shall be selected no later than April 1.

Student Fee Support

In conformance with the Board of Regents' directive as stated in the *Guidelines for the Student Press* to make the Daily Nebraskan as self supporting as possible, the UNL Publications Board directs the advertising department to increase advertising as much as possible in an effort to keep student fee requests to a minimum.

Board Voting Procedures

All policies and policy changes will be submitted to each member of the Publications Board at least five days before the board is to take any action. When submitted before this deadline, policies may be amended and voted upon at the Publications Board meeting, subject to a majority vote of the quorum. The quorum shall be the majority of the Publications Board members appointed who are present or have submitted absentee ballots.

Absentee ballots on votes hiring or appointing Daily Nebraskan personnel who are hired or appointed by the Publications Board will be accepted only if the absent member has sat through all the interviews of applicants or candidates for the position.

If a quorum is not present, a vote on a policy may be taken from those present if it is followed up after the meeting by polling each of the other board members. For the matter to pass, the majority of board members must approve.

Publicizing Board Meetings

Notices of Publications Board meetings will be published in the Daily Nebraskan indicating that the meetings are open to students and faculty.

Conflicts of Interest

All board members and top management staff shall disclose at the beginning of each semester any conflicts of interest with their responsibilities on the Publications Board or with their respective publications. The board's secretary and chair will keep records of conflicts.

General

Mission

The mission of the Daily Nebraskan shall be to publish a quality daily newspaper for and about the campus community; and thereby to provide quality experience for students involved in its production.

Complaints About Employees

The Daily Nebraskan employees shall be aware that all materials they produce while employed by the Daily Nebraskan become the responsibility and the property of the publication. In the event any complaint or comment is made regarding a staff product, whether it be a news report, photograph or graphic, or advertisement, it becomes the responsibility of the respective employee's department manager or editor to respond to the complaint or comment and not the duty of the employee. The employee is mandated by the Publications Board to inform the department manager of the complaint or comment (whether it be a letter, phone call or personal discussion) and not to take any action to respond to the complaint or comment which could jeopardize that employee's professional objectivity.

Any action taken by an employee to reply to a complaint or comment without consent of the department manager or editor will be subject to disciplinary action. The discipline may range from making a formal apology and temporary suspension to dismissal.

Possession, Distribution, and Consumption of Alcohol and Drugs

The possession, use, distribution, sale or manufacture of alcohol and drugs will not be tolerated on the Daily Nebraskan premises. The term "drugs" in this statement means any drug possessed, used, distributed, sold or manufactured in violation of the laws of the State of Nebraska or laws of the United States. Some common examples include, but are not limited to:

- Depressants: alcohol, barbiturates (i.e., Seconal, Nembutal, other sedative-hypnotic drugs (i.e., Doriden, Noludar), minor tranquilizers (i.e., Miltown, Librium), and narcotic analgesics (i.e., morphine, heroin).
- Stimulants: amphetamine derivatives (i.e., Dexedrine, Methamphetamine), and cocaine.
- Cannibis: marijuana, hashish, and other preparations containing cannibis or its components.
- Hallucinogens: LSD, mescaline, psilocybin, and other related drugs.

Any employee found to be in violation of this policy will be immediately dismissed. The employee's supervisors will also be held accountable and may be dismissed at the discretion of the Editor-in-Chief.

Possession of Firearms and Weapons

Employees shall be prohibited from possessing firearms and weapons on the Daily Nebraskan premises. Any employee found to be in violation of this policy will be immediately dismissed. The employee's supervisors will also be held accountable and may be dismissed at the discretion of the Editor-in-Chief.

Entering DN Premises Under The Influence of Drugs or Alcohol

No student shall be on the premises under the influence of alcohol and/or drugs if their Blood Alcohol Content (BAC) exceeds the legal limit for operating a motor vehicle. Violation of this policy shall result in a written warning. If the policy is violated again, the employee shall be dismissed.

Opening Mail

All mail delivered to the Daily Nebraskan will be sent to the General Manager who will separate all mail addressed to the categories of advertising, news editorial, business office and publications board.

All mail addressed to no specific department will be opened by the general manager.

Mail addressed to Daily Nebraskan employees by personal name will not be opened by any department manager and will be given directly to the employee.

Mail addressed to former Daily Nebraskan employees, that does not have a business return address will be given to the professional adviser to be opened to determine whether it is personal or professional in nature. Mail determined to be personal will be forwarded as soon as possible. If forwarding is impossible, the mail will be returned to the sender. Mail determined professional in nature will be delivered to the appropriate department manager.

Selling Materials Created for and Appearing in the Daily Nebraskan

All photographs, illustrations and articles produced for the Daily Nebraskan are the property of the publication and may not be sold on an individual basis by the photographer, artist or reporter. Materials created on Daily Nebraskan equipment or supplies (including film, scanners and computers) also cannot be sold on an individual basis. Persons requesting copies of photographs appearing in the Daily Nebraskan or taken by a Daily Nebraskan photographer must pay the Daily Nebraskan a set charge as set by the general manager. Persons requesting to reproduce articles, photos, graphics or illustrations in other publications must have the editor's approval. The editor has the authority to waive the charge. Reproductions must include a credit line for the Daily Nebraskan and the author.

All job applications should include:

"I agree, that if hired for this or any position at the Daily Nebraskan, that this will be a work-for-hire position, as defined by 17 U.S.C. sec. 101. As such, I understand my work can be included in this newspaper, web site, and other collective works. Ownership of the copyright, and all rights and privileges thereof, will accrue to the Daily Nebraskan for one year. After that, ownership will revert to you, but the Daily Nebraskan will retain the right to freely republish the work. In exchange, I will receive the consideration of an agreed upon wage, and work experience under the direction of the Daily Nebraskan."

Sponsoring Social Events

The Daily Nebraskan shall not sponsor events which are predominately social in activity.

Policy Book Review

The Policy Book should be reviewed at least once every three years. The review should focus on whether the content of the policies is still relevant, as well as whether policies are actually being followed. Requests for changes in policies may be handled as they arise, or may be relegated to a review committee to be drafted and reported on as a group. Any changes in or additions to "working" policy should be added to the Policy Book as soon as possible. The Policy Book, or portions thereof, should be available for inspection to any student who wishes to view it.

Policies in this handbook may be amended or rescinded at any time by the Publications Committee. They do not represent a contract of employment between the Daily Nebraskan and its employees. Nothing contained in this handbook should be taken as constituting an expressed or implied promise of continued employment.

Using Daily Nebraskan Facilities

Equipment owned by the Daily Nebraskan is to be used primarily for the Daily Nebraskan. At times this equipment, which includes computers, copiers, telephones and photographic equipment, can be used by Daily Nebraskan staff members for their private use under the following guidelines:

1. Daily Nebraskan work always takes priority.
2. Only current Daily Nebraskan staff members can use equipment. Friends, relatives and former staff members will not be allowed to use Daily Nebraskan equipment or facilities for personal use.
3. The Daily Nebraskan will be reimbursed for all marginal costs, including paper, chemicals, phone calls, and photo copier maintenance.
4. All personal long distance telephone calls will be identified and reimbursed.
5. Absolutely no political or commercial work will be performed using Daily Nebraskan equipment or facilities. This includes computer use.
6. As a professional courtesy, the Daily Nebraskan will allow other members of the press to use its facilities. Daily Nebraskan employees working on normal freelance work for other media can use Daily Nebraskan facilities if they inform and receive permission from the editor or manager to use Daily Nebraskan facilities.
7. Computer games may not be played when they could disturb other staff members.
8. The editor, advertising manager, and general manager can impose additional regulations as they see fit to assure the smooth running of Daily Nebraskan operations.

Conduct on Daily Nebraskan trips

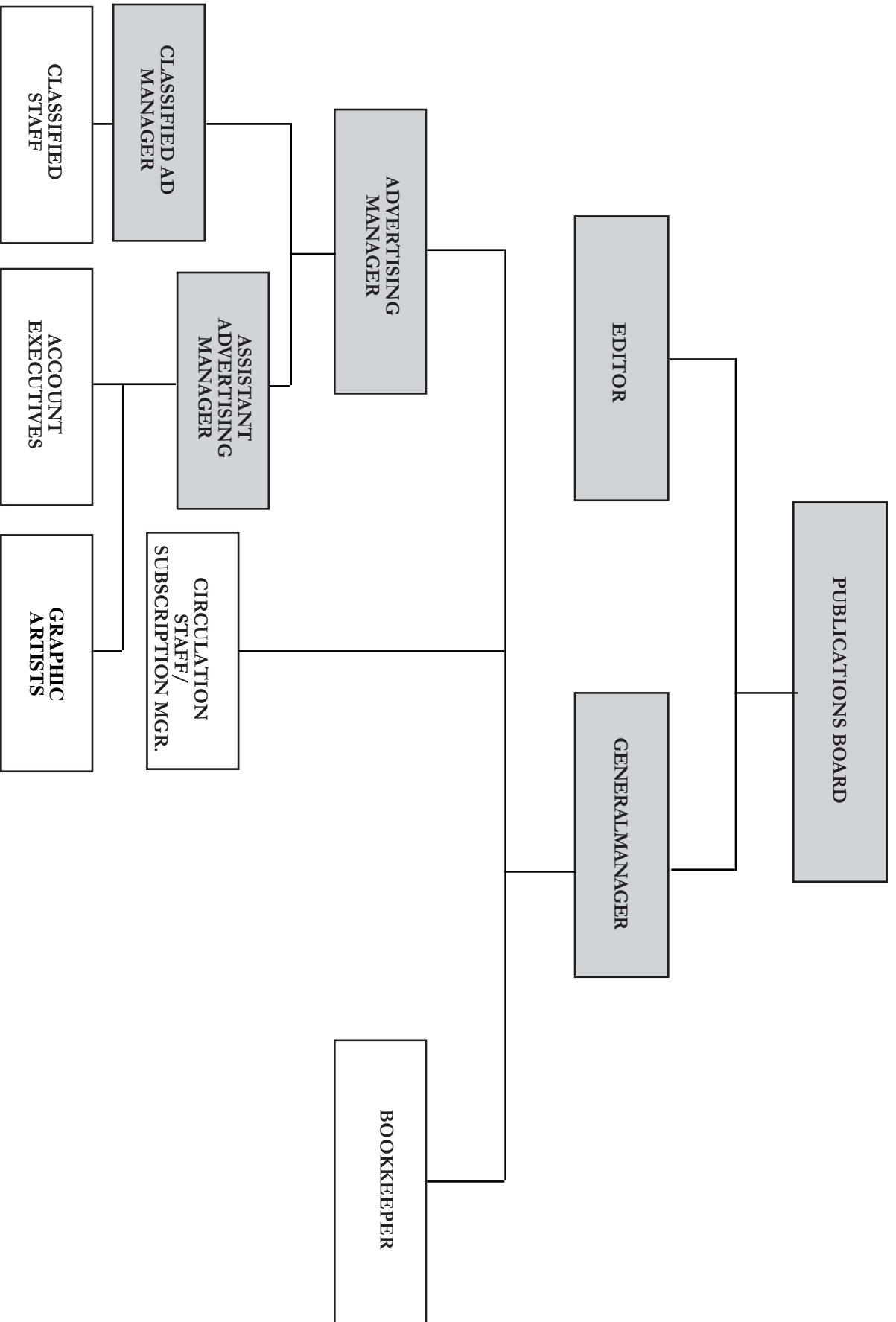
When traveling on Daily Nebraskan business, appropriate behavior is required. There shall be no excessive or underage drinking. Daily Nebraskan activities and responsibilities take priority over any others. When attending conventions and conferences, it is understood that DN staff members will attend all relevant sessions and events. Failure to obey the law on a DN trip or this policy shall be cause for dismissal.

Staff and resource sharing

Any staff member employed by or working for the Daily Nebraskan or DailyER Nebraskan who wishes to work also for the other publication in any capacity must obtain approval from the editors-in-chief of both publications and complete a "DN-DailyER staff sharing agreement," which must be signed by both editors-in-chief and kept on file by the Daily Nebraskan general manager. This agreement must be filed before joint participation begins and at the start of each academic year. This privilege can be revoked at any time by either of the editors-in-chief.

Editors are encouraged to agree to joint publication participation only in extraordinary cases, where the staff member can make meaningful contributions to both publications, without jeopardizing the legitimacy of the staff member or either publication.

Rules for resource sharing will be kept by the Daily Nebraskan general manager. Changes to this agreement can be made at any time with the approval of the Daily Nebraskan and DailyER Nebraskan editors-in-chief or by the Publications Board. The Publications Board will be notified of any changes to this agreement.



Personnel Policies

Equal Opportunity Policy

The Daily Nebraskan is an equal opportunity employer under provisions of the Civil Rights Act of 1964. The Daily Nebraskan policy forbids discrimination against any applicant or employee with regard to race, age (40-70), color, religion, sex, national origin, sexual orientation, disability, marital and veteran status.

Employment Requirements

All employees except the professional staff must be enrolled as students at the University of Nebraska-Lincoln. To qualify for employment each semester, the student must be registered in any form for at least six credit hours, hold a cumulative GPA of at least 2.0, and may not be on academic probation. There are no exceptions to this policy. Doctoral candidates will be considered students if they are enrolled for at least one credit hour after filing appropriate paperwork each year with the graduate college certifying their candidacy.

Position Classifications

A. Students

1. Managerial

Managerial employees consist of the editor in chief, and assistant advertising manager.

2. Staff Members

All other student employees are staff members.

B. Non-Students

1. Professional/Managerial

A professional/managerial employee is one who is in a supervisory position responsible for a department and is paid on a salary basis by the university. The professional/managerial employee retains the rights and benefits of university employees.

2. Staff members

Non-student staff members retain the rights and benefits of university employees. Non-student staff must work for the business department.

Employee Benefits

Classified Advertisements

Every Daily Nebraskan employee is entitled to five (5) free classified advertisements during the semester of employment. These are not transferable to other people or organizations and may not be accumulated.

Breaks

A fifteen minute break will be allowed for each four-hour period worked. This may not be accumulated to be used at some other time.

Conduct Code

All Daily Nebraskan employees are expected to exhibit good personal behavior and conduct themselves in a courteous manner while representing the Daily Nebraskan.

The following actions are considered inappropriate and may result in disciplinary action:

- Absence without leave
- Abuse of Daily Nebraskan property or equipment
- Careless work or negligence
- Falsification of work records
- Fighting on the premises
- Habitual absenteeism
- Habitual tardiness
- Insubordination
- Malicious use of profane language
- Misuses of time clocks
- Reporting to work under the influence of alcohol or illegal drugs

- Theft of Daily Nebraskan or university property
- Harassment of other employees
- Plagiarism

Disciplinary actions include:

- Pursuit of restitution for damaged property
- Oral reprimands
- Written reprimands
- Probation
- Suspension for varying periods of time
- Dismissal

Plagiarism

The Random House Dictionary defines plagiarism as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.”

Plagiarism will not be tolerated and may result in immediate termination.

Conflict of Interest

No advertising staff member will be allowed to conduct any business other than that directly related to the Daily Nebraskan while calling on a client.

It may be deemed a conflict of interest for any Daily Nebraskan employee to engage in any activity that may give an appearance of bias toward any individual, group or point-of-view. Conflict of interest decisions will be made by the editor or general manager, subject to review by the Publications Board.

No Daily Nebraskan employee will be allowed to serve or run for election to any policy-making or governing committee or board for the campus or university during the term of his or her employment, without written consent from the Publications Board. Employees are allowed to serve on advisory committees.

Dismissal

A staff member of the Daily Nebraskan may be terminated by action of a supervisory staff member, after consultation with the general manager or editor, when adequate cause has been established including:

1. Inability to perform job requirements.
2. Uncooperativeness and/or insubordination.
3. Bonafied discontinuance of position(s)

The termination of any staff member shall follow after these steps have been taken:

1. Verbal or written counseling and admonition stating specific reasons why termination is being considered. Allow no less than five working days for correction by employee.
2. Letter of warning giving staff member no less than five working days in which to comply by correcting shortcomings previously outlined. The written warnings should be signed and dated by the general manager or editor, supervisor and employee.
3. Notice in writing to employee stating that termination will follow. Managerial employees will be given four weeks notice prior to termination or four weeks pay in lieu of notice. Salaried staff members will be given two weeks pay in lieu of notice. Account executives will be paid an average of two weeks commissions for their territory or the actual commissions earned for the month in which they are terminated, whichever is greater. Non-salaried staff members will be given two week’s pay based on the average paid for that semester.
4. If the reason(s) for termination should involve any serious misdeed, such as misuse of funds or substantial disruption of Daily Nebraskan operations, or repeated unexcused absences, written notice shall be given for immediate suspension of the employee, pending appropriate investigation. If charges are sustained, termination shall follow the suspension.

5. Any employee who no longer meets the minimum requirements of the position (such as no longer being a student or meeting G.P.A. requirements), shall resign effective that date and be paid for work completed or commissions earned through the last day of work.

The general manager, ad manager and editor in chief may be terminated for just cause by the Publications Board.

Employee Evaluations

A. Managerial

The editor and assistant advertising manager will be evaluated three times a year during April, October and December while the advertising and general managers will be evaluated semiannually in April and December. Each will be rated by those in their department and those directly supervised by him/her. The Publications Board will evaluate the editor, advertising manager and general manager. A representative of the Executive Committee will discuss each manager's evaluation results individually with the department manager and write a summary report which will be signed by the department manager and board member(s) and placed in the employee's file. The Publications Board Chairman will hold office hours during each of these months to receive in person and written evaluations.

B. Staff

The advertising and general managers will conduct annual evaluations of their staff members during the spring semester. Each employee will be rated by himself/herself and his/her department manager. The manager will discuss the evaluation with each employee. The evaluation will be placed in the employee's file.

C. Student Staff

The senior staff of the editorial department shall be subject to an informal evaluation each semester of the regular academic year. Fall semester evaluations should occur between October 15-31 while spring evaluations should be by the end of March. Evaluations should be conducted by the editor in chief and may consist of any combination of the following: a discussion with staff member, a questionnaire, or an evaluation form. This process is designed to evaluate whether the staff member is meeting his or her goals and the goals of the newspaper.

Employee Information

Records will be maintained on all employees. Information will include job applications, department, position, evaluations, salary and other pertinent information. An employee has the right to inspect his/her personnel information at any time.

Employee Grievance Procedures

Any grievance should be taken up with the employee's direct supervisor. If not satisfied with the result, editorial employees can appeal to the editor in chief while all other employees can appeal to the general manager. A decision upon the grievance should be made no later than one week after the appeal. If still unsatisfied, the employee can appeal to the professional adviser or the Publications Board chair to determine if the Publications Board should consider the matter.

Orientation Program

The editorial department may conduct a workshop prior to the beginning of each semester.

The advertising department may conduct a workshop prior to the fall and spring semesters.

All other employees will be oriented by their department manager.

Outside Employment

Other Employment. Other employment must not conflict with the staffers' first responsibilities to the Daily Nebraskan. The staffer must report any other employment to the editor to avoid any conflicts of interest with assignments or other staff editorial or business responsibilities or influences.

Other Off-campus or Freelance Media Work. Approval of work for an off-campus medium and freelance work should be sought in advance of the commitment. It is permissible only in a noncompetitive medium, on a staffer's own time and should not conflict with the staffer's obligations to the publication, with the exception of the Associated Press, because of our ongoing news-sharing cooperative agreement with the AP.

Probationary Period

All student employees must serve a 30 day probationary period beginning on the first day of employment. The probationary period is an extension of the selection process and is used to determine an employee's suitability for the position.

The Daily Nebraskan may dismiss an employee at any time during the probationary period upon giving written notice of the date of termination and causes, which may be as soon as the date of notice.

The probationary period may be extended an additional 30 days if a written evaluation is performed specifying areas in which the employee's performance is deficient or circumstances to warrant extension of probationary period. The employee should receive the evaluation within the first 30 days of employment.

Resignations

All managerial employees are requested to give a written resignation to the Publications Board one month in advance of termination date.

Staff employees are requested to give two weeks notice of resignation to their department manager.

Salary & Wages

A. Managerial

All managerial employees will be paid on a monthly salary basis.

B. Advertising

The advertising manager and assistant advertising managers will be paid on a salary plus bonus basis. Account executives will receive commissions on ad revenue and may receive bonuses. The commissions are paid monthly (at the end of the month) based upon the revenues generated from published advertising for customers in the assigned sales territory or on the assigned account list. The commission is earned when the account executive provides service to the customer that maintains or expands the advertising account. Commissions are a percentage of ad revenue calculated based upon actual revenues over/under the monthly revenue goal as determined on the monthly goals sheet. Accounts are assigned to the account executive in accordance with advertising management policy. Territories of account executives who separate employment will be reassigned on the first day of the month following separation. Account executives who separate employment are paid commissions at the end of the month of separation for customer accounts for which they provided service during the month. Classified staff members and advertising office staff will be paid biweekly on an hourly basis. The classified ad manager may be eligible for a bonus.

C. Editorial

Senior staff members may be paid on a salary basis. Staff reporters, artists, and photographers will be paid on a per piece basis.

D. Office Staff Members

All staff employees in the business department will be paid on a bi-weekly basis.

E. Circulation

Circulation employee wages will be calculated on a per day basis and paid monthly.

Unemployment Compensation

The Daily Nebraskan is covered by the Nebraska Employment Security Law and claims may be filed by eligible workers with the Division of Employment’s local office.

Payroll Procedures

Classified, advertising artist and office staff members will be paid on a bi-weekly basis. All other employees will be paid the last work day of the month. Checks will be distributed by the business office. The Daily Nebraskan will not issue checks in advance. All employees are required to complete a W-4, I-9 and grade release form before they can be paid.

Sexual Harassment

It is the policy of the University of Nebraska-Lincoln that no member of the UNL community may sexually harass another. Sexual harassment is unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature including creating an intimidating, hostile or offensive working environment.

Contributing to the creation of a hostile environment for any UNL student or employee based upon his or her race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation is a form of discrimination prohibited by this policy. No person shall contribute to a hostile or abusive environment at UNL based upon race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation by engaging in harassing conduct (e.g. physical, verbal, graphic or written) that is unwelcome and sufficiently severe, pervasive or persistent so as to clearly interfere with or limit the ability of an employee to engage in his or her work duties. Student and professional management of the Daily Nebraskan shall not knowingly cause, encourage, accept, tolerate or fail to correct such a hostile environment. Speech protected by the First Amendment to the Constitution of the United States including content in the Daily Nebraskan shall not be subject to this policy.

Per Diem Meal Reimbursements

Daily Nebraskan staff members requiring to travel at least 50 miles from UNL for at least four hours may be eligible for meal reimbursements at the discretion and pre-approval of the editor, ad manager or general manager. Staff members will not be reimbursed if meal is otherwise provided (such as part of conference, event, flight or lodging package). The General Manager will set maximum per diem amounts however Nebraska law requires only actual meal expenses can be reimbursed. Staff will have to show receipts for reimbursements. No reimbursements will be allowed for alcoholic beverages. Tips may be reimbursed.

Meal Reimbursements May Be Allowed Under the Following Conditions:

Trip	Breakfast	Lunch	Dinner
One day trip	Yes if departure is before 6:30 a.m.	No	Yes, if departure is prior to 5 p.m. and return home after 7 p.m.
Multi-day trips-- 1st day reimbursements	Yes if departure is before 6:30 a.m.	Yes, if departure is before 11 a.m.	Yes, if departure is prior to 5 p.m.
During multi-day trip	Yes	Yes	Yes
Multi-day trip-- Final Day	Yes, if return after 10 a.m.	Yes if return after 2 p.m.	Yes, if return after 7 p.m.

Whether conduct constitutes a hostile environment must be determined from the totality of the circumstances. The harassing conduct must be severe, pervasive or persistent. Generally, the severity of the incidents needed to establish a hostile environment varies inversely with their pervasiveness or persistence. The context, nature, scope, frequency, duration and location of the harassing incidents, as well as the identity, number and relationships of the persons involved should be considered.

Staff Content Online

Daily Nebraskan employees can choose to create or participate in blogging, online forums, wiki, Facebook, MySpace and other forums of online publishing or discussion. But if content involves the Daily Nebraskan or stories or issues they cover in the Daily Nebraskan, employees should be responsible in engaging.

Daily Nebraskan policies extend to both Daily Nebraskan and non-Daily Nebraskan sponsored Web content, and employees should not engage in any discussion or statement that violates the rights and privacy of fellow co-workers. This includes hiring and firing decisions, and job performance reviews. Editorial conflict of interest policies also apply to all online content. We avoid any activity which interferes with our ability to report and present the news with independence and fairness. We do not become actively involved with causes of any kind that could compromise or appear to compromise our ability to report fairness.

When relevant, employees should identify themselves by name and their role at the Daily Nebraskan, and write in the first person. When publishing a blog that has something to do with their work at the Daily Nebraskan, employees should notify the editor and include a disclaimer that reads: "The postings on this site are my own and don't necessarily represent those of the Daily Nebraskan."

Editorial Department

Editor-in-Chief Job Description

MINIMUM QUALIFICATIONS

Applicants must have one year of newspaper experience, preferably at the Daily Nebraskan, and should be familiar with the *Guidelines for the Student Press*, adopted by the NU Board of Regents (copies available at the Daily Nebraskan upon request).

RESPONSIBILITIES

1. POLICY — The editor-in-chief formulates editorial policy, which represents the opinion of the Daily Nebraskan as an institution. He or she determines guidelines for the daily operation of the newsroom. Although not involved in every decision made by editors and others, the editor-in-chief fields complaints from the public and represents the newspaper in dealing with those complaints.

2. NEWSROOM OPERATIONS — The editor-in-chief oversees newsroom operations and their coordination with the advertising, and business departments. Before the end of the semester in which the editor-in-chief is chosen he or she determines what positions the news-editorial staff will consist of and hires for those positions (example: news editor, managing editor, sports editor, art director, photo chief and entertainment editor). The editor-in-chief also handles personality conflicts and any other staff problems.

3. EDITORIAL PAGE — The editor-in-chief determines the content of the editorial page with the editorial board. He or she handles the buying of any syndicated columns or cartoon and the hiring of local columnists. In addition to determining editorial policy, the editor-in-chief writes some of the Daily Nebraskan editorials.

4. BUDGET — Before the new semester begins, the editor-in-chief determines salaries for editors and pay scales for reporters, copy editors, columnists, artists and photographers, subject to the approval of the Publications Board. He or she prepares the news-editorial pay roster at the end of each month and coordinates the news-editorial travel budget.

5. ADVERTISING — The editor-in-chief will be consulted by the assistant advertising manager on ads that may be considered in poor taste.

6. EDUCATION — Occupying the uppermost editorial positions, the editor-in-chief plays the role of teacher and gives advice to others on the news-editorial staff. The editor-in-chief should write critiques of as many issues of the paper as possible. These critiques should be posted for other staff members to read.

7. PUBLICATIONS BOARD — The editor-in-chief reports periodically to the Publications Board on the newspaper's daily operations.

8. AWARDS — The editor-in-chief will establish criterion for the Publications Board Awards at the beginning of the semester and see that copies are made available to staff members.

9. KNOWING & ABIDING by Daily Nebraskan policies and the Guidelines of the Student Press.

10. LIAISON — Acting as a liaison between the Daily Nebraskan and the community.

Hiring Senior Editorial Staff

At the first Publications Board meeting after senior editors are hired, the editor will give a brief report on each appointment outlining how they are best qualified for their position. It also may be useful for the new editors to be introduced to the Board at this meeting.

It is not the intention of the Board to interfere with the editor's hiring decisions. The intent is rather to encourage the editor to be completely objective in hiring his/her staff, to make hiring decisions based on job-related, rather than personal criteria, and to make decisions which are in the best interest of the paper.

Contests Sponsored by the Daily Nebraskan

The Daily Nebraskan editorial department shall be prohibited from sponsoring contests or granting prizes. This is prohibited in an effort to maintain the objectivity of the editorial office. Supplement, special publications and advertising departments who wish to sponsor a contest shall be permitted to only with permission of the editor-in-chief.

Editorial Conflict of Interest

The Daily Nebraskan, like all other professional newspapers, is pledged to avoid conflict of interest or the appearance of conflict of interest. In doing so:

We accept no gifts from news sources, other than admission to work related events.

We avoid any activity which interferes with our ability to report and present the news with independence and fairness. We do not become actively involved with causes of any kind that could compromise or appear to compromise our ability to report with fairness.

In connection with this standard: NO DAILY NEBRASKAN STAFF MEMBER SHALL SERVE AS AN ASUN SENATOR OR AS A MEMBER OF ANY ASUN SUBCOMMITTEE INCLUDING THE COMMITTEE ON FEES ALLOCATION, AND THE GOVERNMENT LIAISON COMMITTEE.

In addition, no Daily Nebraskan editorial staff members, with the exception of opinion page columnists, shall serve as an appointed member of the UNL Publications Board or the Nebraska Union Board. Ad staff members who serve on the Union Board must abstain on issues relating to Daily Nebraskan advertising.

Editorial staff members should notify the news editor of their involvement in any other campus organizations, such as University Program Council, Residence Hall Association, Intrafraternity Council, Panhellenic, residence hall government, Democratic or Republican parties or their college affiliations, Women's Center or any other group, to avoid conflict of interest in assigning stories.

Reporters should not accept stories dealing with organizations to which they belong or have recently belonged.

Reporters should not accept stories or submit stories about close friends or relatives, but shall notify the news editors of their relationship to the person involved to avoid a conflict.

Letters to the Editor

The Daily Nebraskan will not print "letters to the editor" which are not signed or cannot be verified by the Daily Nebraskan as being authentic.

The Daily Nebraskan will not print "letters to the editor" which contain portions of or complete platforms of political candidates.

The Daily Nebraskan will not print "letters to the editor" which are determined to be libelous.

Printing Names of the Victims of Sexual Assaults

The Daily Nebraskan will not print the name(s) of any person(s) who was the victim of a sexual assault, unless the victim requests to be identified.

Staff Retreat

Prior to the beginning of each semester, the editor-in-chief may organize a workshop for staff members to orient them concerning the operations of the different departments and policies of the Daily Nebraskan.

Wire Policy

Purchase of a wire service for the Daily Nebraskan is designed to serve DN readers by providing them with a more complete student newspaper, recognizing that student concerns extend beyond the campus and the city. Wire service reports help inform and educate student readers about regional, national and international events that will affect their lives and influence their future.

But the wire service is intended to be a supplementary tool, with the major emphasis of the DN continuing to be student generated coverage of the campus community.

In order to assure continuation of the campus emphasis of the Daily Nebraskan as a student newspaper, the Publications Board restricts the use of wire service copy by implementing guidelines limiting the amount of copy and the placement of that copy within the newspaper.

Wire service copy and graphics may not exceed 25 percent of the editorial space of the newspaper on an average daily basis.

No more than 25 percent of the front page can be filled with wire copy on an average basis. Wire would not be used for the lead story except in rare and extraordinary circumstances. Compelling news value shall be the sole criterion for the use of any wire service copy on the front page or sports page.

The wire service is seldom to be used for local coverage; stories from the community or campus would have to be covered by Daily Nebraskan reporters, even if that means being a day late on a given story.

The guidelines for use of wire service copy shall be subject to periodic review by the Publications Board.

Editorial Board

The Daily Nebraskan's editorial board sets editorial policy, determines the Daily Nebraskan's position on all unsigned editorials and sets the tone and approach of said editorials. The seven member board, consisting of the editor, opinion page editor and five others selected by the editor, meets at least once a week.

The agenda for each week's meeting is set by the opinion page editor and the editor. Each editorial idea is discussed, then voted on if necessary. Based on discussion, the opinion page editor writes "editorial assignment." Writers assigned an editorial they did not agree with would have to write them.

In all matters not determined by the editor to be "special," a majority vote will determine the editorial position of the Daily Nebraskan. At the discretion of the editor, any matter may be declared "special." In that case, the sole determining vote on the editorial question is the editor's, constituting an effective veto over all editorial board decisions.

Breaking news sometimes makes a vote on an issue impossible. The editor and opinion page editor would set policy and tone on "short notice" editorials.

If the editorial board chooses to endorse a candidate for election, the editorial board either interviews candidates or

mails questions to them, then votes to determine endorsements.

Editor's Salary

Incoming editor in chiefs will be paid 1/2 month's salary prior to assuming the position. This is to compensate for interviewing, hiring, training and planning.

Opinion Page Editor's Job Description

The opinion page editor's responsibilities include, but are not limited to, editing the opinion page every day, helping the editor in chief hire columnists and syndicated columnists, making out a monthly payroll for columnists, setting the agenda for editorials, participating in weekly staff and editorial board meetings, fielding questions and complaints from readers and abiding by all Daily Nebraskan policies.

The opinion page editor will write one or more unsigned editorials a week, and be required to contribute story ideas to section editors.

JOB QUALIFICATIONS

The opinion page editor must have at least one semester of editing and or reporting experience at the Daily Nebraskan and must be a student at UNL taking at least six hours. He or she must be able to work well and communicate with other editors and columnists. He or she must be able to work about 25 hours a week. The opinion page editor should have a good command of English, grammar, punctuation, syntax, essay style, Associated Press style and the Daily Nebraskan style. The opinion page editor must have a proven dependability.

HIRING CRITERIA

Fulfillments of job requirements listed above, experience at the Daily Nebraskan and other publications, ideas and suggestions brought forth in the interview, references and recommendations and samples of work.

Editorial Photography Guidelines

Manipulation of news photographs, portraits, feature pictures or sports pictures will not be allowed except for lightening or darkening of the image, or parts of the image equivalent to dodging or burning during the printing process, as needed for press reproduction.

Manipulation of photographs for cover art and special illustrations will be allowed with the editor's approval, but the photo credit must read:

Illustration by (photographer)/DN

Job Postings

The editor shall advertise all staff positions in the Daily Nebraskan for at least five consecutive publications days, Interviews for immediate openings, i.e. if a section editor or columnist quits or is terminated with just cause, may take place as applications are reviewed.

House ads can be created by the advertising or graphic arts staff.

Daily Nebraskan Handbooks

The editor is responsible for providing all staff members with the Daily Nebraskan Policy Handbook, which contains information concerning Daily Nebraskan policies, procedures and benefits.

All editorial staff members are expected to know and will be held accountable for the handbook's contents.

Before beginning employment, all employees must sign

a form to certify that they have received, read, understand, and agree to abide by the policy book.

Online Corrections

Although each factual error published in the print edition of the Daily Nebraskan or on dailynebraskan.com is evaluated on an individual basis, here is the general policy for online corrections:

As soon as the error is caught, the Web or section editor must correct the online edition of the story, putting a statement in bold type at the beginning that states: "Correction appended."

At the bottom of the article the editor making the change will add a statement saying: Correction: (Full text of the correction goes here).

If an error is made in an article that only runs on the Web site, such as a breaking news update, an online correction will run with the article, but not in the print edition.

Style Book

The Daily Nebraskan Style Book rules supersede the rules of the Associated Press Style Book. Any changes to the Daily Nebraskan Style Book must be approved by the Editor-in-Chief and Copy Chief.

Advertising Department

Advertising Manager's Job Description

QUALIFICATIONS: Minimum of five years of advertising sales or advertising sales management, bachelor's degree, and knowledge of desktop publishing. Graduate degree in business, marketing, advertising or journalism helpful. Ability to work with students.

FUNCTION OF POSITION: To aggressively direct the Daily Nebraskan's display and classified advertising departments in accordance with the policies and goals set by the Publications Board and the general manager. Since the Daily Nebraskan is a student newspaper, the primary responsibility of the professional ad manager is to guide the ad staff and to offer a rich learning experience for the student staff. The advertising manager may delegate some of the responsibilities to the student managerial staff but is ultimately responsible for, but not limited to, the following:

- 1.) Determining the composition of the ad staff, which may include account executives, creative staff, and classified ad manager.
- 2.) Hiring, firing, training, supervising, motivating and managing the advertising staff.
- 3.) Setting and assigning equitable sales territories.
- 4.) Coordinating regular advertising staff meetings where problems are addressed, motivation is increased, sales strategies are promoted and a learning environment is provided. This is in addition to planning and conducting ongoing sales training programs and sessions.
- 5.) Improving the quality of advertising.
- 6.) Developing strategies to increase advertising sales. This may include creating special advertising sections and promotions, identifying potential new markets and advertisers, developing promotional campaigns and sales tools (flyers, rate cards, market research, co-op advertising), creating Daily Nebraskan promotional ads and making sure staff follows through on all sales leads..
- 7.) Developing and servicing new major accounts with the help of the assistant ad manager. This may include de-

partment stores, discount stores, grocery stores and shopping malls.

8.) Knowing and abiding by Daily Nebraskan policies and *Guidelines for the Student Press*.

9.) Reporting to the Publications Board on advertising sales and projected sales and making suggestions on how to improve the Daily Nebraskan with regards to advertising policies.

10.) Being accountable to the general manager.

11.) Making sure the ad staff adheres to credit and other financial policies set by the business office.

12.) Projecting sales and advertising expenses to aid in formulating a workable budget and recommending advertising rate changes. Complying with the budget as approved by the Publications Board by meeting sales goals and staying within the budgeted expenses for salaries, supplies and other advertising related items.

13.) Handling all external (client, readers) and internal (personnel, departmental) problems, including fielding complaints and concerns about advertising.

14.) Determining whether to grant make-good ads.

15.) Training and scheduling the staff on the use of the advertising computers and making sure the computers are used effectively.

16.) Working with the general manager in scheduling inserts, color and any other special advertising needs.

17.) Acting as liaison between the Daily Nebraskan and the Lincoln business community. Being active in appropriate organizations (Lincoln Ad Federation, College Newspaper Business and Advertising Managers).

18.) Keeping informed on issues and trends within the advertising industry.

19.) Working closely and consulting regularly with the assistant ad manager on all major decisions.

20.) Training the account executives on sales techniques. This may include occasionally accompanying account executives on sales calls.

21.) Working with the general manager on long-term goals and planning of the advertising department.

Assistant Advertising Manager's Job Description

Qualifications: A basic understanding of advertising layout and copy writing, sales and sales management, desktop publishing and the local market. The manager should have relevant sales experience, with academic preparation in advertising, marketing and management, and be a student at the University of Nebraska-Lincoln.

Function of Position: To help and advise the advertising manager direct the Daily Nebraskan's display and classified advertising departments. Duties include, but not limited to, the following:

- 1.) Participating with the advertising manager in interviewing potential staff members and making hiring recommendations.
- 2.) Working with the advertising manager in developing sales strategies and motivating sales staff.

3.) Working on special projects and duties as assigned by the advertising manager.

4.) Servicing all national ads.

5.) Going on sales calls with advertising manager.

6.) Determining the acceptability of questionable advertisements.

7.) Being in charge of the advertising office in the absence of the advertising manager.

8.) Helping and advising ad staff as needed.

9.) Being accountable to the advertising manager.

10.) Acting as liaison between the Daily Nebraskan and the Lincoln business community. Participating in appropriate professional associations such as Lincoln Advertising Federation and College Newspaper Business and Advertising Managers.

11.) Advising the advertising manager on all major decisions.

Territories

The management will determine territorial boundaries, and all account executives will be expected to cooperate within those boundaries. Account lists will be given to all account executives at the training seminar.

Territories and account lists will be determined by activity the previous year, and economic forecasts, plus estimates made by advertising representative themselves. Any account which has advertised in the past year will be on the account list. Accounts having more than one, or satellite locations will be handled in the following way:

a) New locations opened by an advertiser previously having just one location will be handled by the advertising representative which handled the first, or original location.

b) Advertising moving out of one territory and into another will be handled by the original advertising representative.

c) Advertisers having three or more locations will be handled by the advertising representative in the territory where the advertising is actually placed from.

Management's Right

As long as a territorial system of dividing accounts exists, the management reserves the right to alter the boundaries at any time. Likewise, territories can be reassigned at anytime an Account Executive fails to properly maintain accounts and provide satisfactory customer service.

Enforcement

The management will strictly adhere to said policy. Any deviation from this policy shall be grounds for discipline or dismissal, depending on the severity of each individual case.

Ads Requiring Manager's Approval

Any advertisement, classified or display, which might be considered to be in questionable or poor taste by the Daily Nebraskan audience must receive the assistant advertising manager's approval before insertion. If the assistant advertising manager is not available at the time the ad is placed, the ad will not be inserted until approval is obtained. If there is any doubt about the acceptability of an ad, the assistant advertising manager's approval should be obtained. The assistant ad manager may delegate approving classified ads to the classified ad manager.

The assistant advertising manager will consult with the editor on such ads.

Advertisements Containing Phone Numbers

Questionable classified or display advertisements containing telephone numbers of individual students, organizations or associations (i.e. sorority, fraternity, social or political groups) must be verified with the owner of the number before printing. The person placing the advertisement must provide proof of membership in the organization or association or have permission or identification for a student number.

—Advertising Contraceptives

The issue of contraceptives is a serious social issue and should not be dealt with in any manner which could be perceived as misleading or insincere.

Advertising Percentage Guidelines

The advertising percentage and the news content percentage guidelines for the Daily Nebraskan shall be established by the Board at the beginning of each semester.

Advertising Supplements and Special Publications

All advertising supplements and special publications proposed by the advertising department which may require editorial content must receive prior approval from the editor-in-chief.

Classified Ad Procedures

Only classified ad employees will be allowed to take classified ads, in addition to the assistant advertising manager, general manager, bookkeeper and the advertising manager if their help is necessary. Staff members, who receive 5 free ads a semester, will not be allowed to type their ads in the computer. This will be done only by classified ad employees.

Five free classified ads are allowed per semester for each Daily Nebraskan employee. A record of the number of free classified ads placed by any Daily Nebraskan employee will be kept by the classified department. These ads are for personal use only. DN employees may not place free ads for others or for organizations they are affiliated with.

Students who receive reimbursement for Fund A support of the Daily Nebraskan will pay the non-student rates for classified ads.

Discrimination in Advertising

The Daily Nebraskan will not print any advertisement which discriminates against any person on the basis of sex, sexual orientation, race, religion, age, disability, marital status or national origin. The Daily Nebraskan recognizes and respects the right of persons to specify a preference of sex when looking for a roommate and will not prohibit stating such a preference.

Embargo of Political Accusations in Advertisements

An embargo is imposed on all advertisements which state accusations or make allegations about a political candidate or controversial issue two days prior to election day. This is imposed to provide for candidates and groups supporting or opposing issues the opportunity to respond to accusations through advertisements. During the election day only advertisements supporting a candidate will be accepted.

Identifying Advertisements

Advertisements of a political or controversial nature which may be perceived as being editorial copy must carry a border which states the term "advertisement."

Political Identification of Ads

All political advertisements supporting or opposing a political candidate or controversial issue must contain a prominently displayed line which identifies the name of the organization and treasurer or name of the person who is paying for the advertisement. Prior to printing the advertisement, affiliation with the organization and proper identification must be provided to the satisfaction of the Daily Nebraskan.

Printing Complete Names In Classified Advertisements

The full name of a person will not be published in any advertisement without permission from the person named. Proper identification must be provided by the person placing the advertisement.

Profanity In Advertising

Absolutely no profanity will be allowed in any advertisement. This includes all slang terms with erotic or sexual connotations. Advertisements without profanity but with erotic suggestions and/or innuendo must be approved by the assistant advertising manager after consulting with the editor.

Proofing Political or Controversial Advertisements

To verify authenticity, no display advertisements of a political or controversial nature will be printed unless the proof has been signed by the person or group paying for the advertisement.

Refund on Advertisements Placed Under False Names

The Daily Nebraskan will not refund money for any advertisement placed under a fictitious name. Refunds will be returned only to the person whose name appears on the account. Proper identification must be provided to the satisfaction of the Daily Nebraskan.

Student Discounts

Student discounts will be given to any student who has a valid "student ID card" and who has not withdrawn student fee support from the Daily Nebraskan. Students who have withdrawn their support from the Daily Nebraskan will be expected to pay the commercial amount.

Potentially Offensive Advertising

Accepting and rejecting advertisements help define the paper's ethical and publishing standards. Potentially offensive advertising must have the assistant ad manager's approval after consulting with the editor. Before each academic year the assistant ad manager will consult with the ad manager, general manager and editor in developing general acceptance guidelines for the year.

The Daily Nebraskan will not print photographs or illustrations which display any part of the male or female reproductive system (genitals, breasts, buttocks, etc.). Movie and publication titles are also subject to altering by the assistant advertising manager after consulting with the editor if they are considered offensive or in poor taste. The assistant advertising manager may enforce more strict procedures at his/her discretion.

Ad Percentage Guidelines

The editor shall select the paper size on a daily basis after consulting with the advertising and general managers.

Advertising Goals

The advertising manager will set advertising goals for

bonus purposes in consultation with the assistant advertising manager.

Indemnification

The Daily Nebraskan will not knowingly accept or publish material that is in violation of the law. The advertiser or agency states that either has the authority to place the ad and agree to assume liability for all contents of all ads printed, as well as any claim arising therefrom made against the Daily Nebraskan.

Non-Sexist Advertising

The following definition of sexism and guidelines are to be used in deciding whether to accept or reject an ad on the grounds of sexism:

The Daily Nebraskan will not tolerate the exploitation of women and men in sexist advertising. Whereas, sexist advertising is defined as any differential depiction of people on the basis of gender which reinforces unequal power between women and men. Such depiction includes all imagery, art work, body copy or headlines in any display advertising.

When an advertisement comes into question, a general guideline for determining the presence of sexism is to ask "would this ad make sense if the person in the ad were of the other gender?" If the answer is no, there is probably a sexist theme present.

Final discretion for all advertising content in the Daily Nebraskan rests with the assistant ad manager, who may consult with the advertising manager, general manager and editor.

Advertiser Confidentiality

The identification of person(s) placing classified ads will not be released by the Daily Nebraskan without the assistant advertising manager's permission.

Identification of Advertiser on Issue-Oriented Ads

The Daily Nebraskan will require publishing the name(s) of advertisers on issue-oriented ads (including those expressing an opinion). The assistant ad manager will judge as to which ads fit that category.

Manipulating Ad Photos

Photos will not be manipulated on products advertised beyond what is normally performed in traditional dark-rooms. Photos conveying an image, concept or impression in a way where no reader will think it is a factual representation of the product, may be manipulated only with the assistant ad manager's approval.

Business Department

General Manager's Job Description

FUNCTION OF POSITION: Management of the business affairs of the Daily Nebraskan through direct supervision of the Business Office and circulation staff, and supervision of the advertising manager. This also involves cooperation and collaboration with the editor and editorial staff. Main functions are financial accountability and fiscal responsibility, supervision of office staff and department heads (except editor), long-range planning, coordinating efficient usage of computers and equipment and marketing the Daily Nebraskan to the Lincoln community.

Principal duties and responsibilities may include, but are not limited to:

1.) Directing the business functions of the Daily Nebraskan.

A. Overall responsibilities include supervision of the business office staff.

B. Specific duties include supervising the ordering and procuring the necessary office supplies and equipment, supervising all personnel involved in office functions (including the hiring, training, scheduling and firing), maintaining the journal and ledger systems and providing financial statements, preparing budget information, and supervising the maintenance and collection of accounts receivable. Also responsible for accounts payable and payroll, quarterly and year-end tax reports, banking, and investment of excess funds.

2.) Supervising the advertising manager (including training and scheduling) and circulation staff, monitoring operations of these departments to ensure efficient functioning, and coordinating the cooperative efforts of various departments, including editorial, through staff meetings, written reports, and appropriate staff development activities. The general manager is responsible for hiring and firing the circulation staff and making recommendations to the Publications Board regarding the ad manager's hiring and firing.

3. Reporting to the Publications Board on the condition of the newspaper in all areas except editorial. Included here is preparation of monthly income and expense summaries and balance sheets, explanatory remarks and comparisons to emphasize the financial condition and what it means.

4. Preparing budget information and forecasts and presenting these to the Publications Board for approval, then

to the Committee for Fees Allocation, A.S.U.N. and/or other interested University officials for action on the UPFF funds requested.

5. Maintaining and improving general office and operational procedures and office security.

6. Administering the budget approved by the Publications Board in carrying out the functions of the Daily Nebraskan and assisting the editorial staff in complying with its portion of the budget. This includes money allocated for salaries, supplies, and all facets of the budget.

7. Preparing specifications for the printing contract and soliciting bids through the UNL Purchasing Department each spring. Coordinating operations with the printer.

8. Familiarizing himself or herself with the equipment used by each department and making recommendations to the Publications Board regarding replacement and purchase of major equipment.

9. Preparing quarterly and year-end tax reports as required by the Internal Revenue Service and state tax departments. Also must stay abreast of the ever-changing tax laws and provide employees with year-end tax forms as required by IRS.

10.) Maintaining and providing financial, advertising and production information about the publication of any other supplements and/or magazines produced by the Daily Nebraskan, and supervising the personnel management (except editorial staff) and deposit of money for the same.

11.) Initiating and preparing pertinent statistical and other financial reports pertaining to Daily Nebraskan operations on a daily, monthly, and semester basis (eg. lineage reports, income/loss per issue, cash flow analysis, etc.)

12.) Acting as a liaison between the Daily Nebraskan and the Lincoln business community. This could include representing the paper at the Chamber of Commerce, the Lincoln Retail Merchants Association, the Downtown Lincoln Association, etc., as well as working with the advertising department on development and presentation of information about the Daily Nebraskan to various local business groups.

13.) Participating in appropriate professional associations, including College Newspaper Business and Advertising Managers (CNBAM), and keeping informed on issues and trends within the college newspaper industry.

14.) Performing other duties as assigned.

Approval of Expenses

All purchases and requests for travel reimbursement must be approved BEFORE the fact by the general manager. Requests for reimbursement made after the fact need not be honored by the business office.

Budget Approval

The Publications Board will approve the operating budget of the Daily Nebraskan during April each year following a review by the general manager and one board member, to be appointed by the chairperson. Copies of the approved budget will be made available to the Student Accounts Office, the Vice Chancellor for Student Affairs, and the Committee for Fees Allocation.

Budgeted Expenses

Departments may spend only the amount budgeted unless special permission is received from the general manager beforehand.

Keys

All Daily Nebraskan keys issued to staff members must be returned to the general manager before receiving final paychecks.

Out-of-Town Mileage Reimbursements

The Daily Nebraskan will reimburse only one car for mileage for trips covering out of town events.

Student Fees Money Uses

All money received from student fee allocations shall be used exclusively for the circulation and printing costs. No student fee funds shall be used to support editorial or advertising budgets.

Student Fee Requests

In requesting student fee funds, the Daily Nebraskan will submit only those portions of the budget for which student fees will be used. The amount of the student fee funding request will be determined as a percentage of estimated printing costs. The per-issue, per-semester, and per-year cost to each student will be included in the request presented to the Committee for Fees Allocation.

Fund Guidelines

Working Capital

The Daily Nebraskan should maintain a minimum of one month's expenses in working capital to ensure payment of bills and wages while waiting for payments from advertisers and student fees. This money should be liquid, contained in checking, savings or money market accounts.

Cash Reserve Fund

The cash reserve fund should maintain an adequate cushion for downturns in sales, unanticipated major expenses, potential law suits, and purchasing or replacing major equipment and furnishings. The Daily Nebraskan should keep a minimum of six months and no more than a year's worth of operating expenses. This money would be in long and mid-term investments such as CDs and stock funds.

Endowment Funds

The Publications Board may create endowment funds where such earnings are to be used exclusively to fund ongoing projects not otherwise funded by advertising or student fees. The principal cannot be spent and the earnings cannot be diverted to other uses. These funds would be invested in long and mid-term investments such as CDs and stock funds.

Future of the DN fund

This fund is earmarked to set up and finance, if needed, the next generation of the Daily Nebraskan. This might include the post-print era of the paper. Use of this fund would need Publications Board approval. Half of future surpluses would be transferred to this fund. These funds would be invested in mutual stock funds and CDs.

DailyER Nebraskan

Mission: The object of the Dailyer Nebraskan is to provide the students of the University of Nebraska-Lincoln with a humorous alternative to the Daily Nebraskan. The Dailyer Nebraskan is meant to be a satirical, and at times, a radical news Zine, presenting current news in a false or comical light, while simultaneously, featuring “serious” entertainment reviews, interviews, etc.

Editor-In-Chief Job Description

The Editor-In-Chief should have a working knowledge of media and libel law and be familiar with the Guidelines for the Student Press.

Responsibilities include, but are not limited to:

1. Hiring, training, and firing the paper’s staff.
2. Proofreading all stories and making the final decision on what is appropriate for publication before each issue is printed.
3. Fielding complaints from the public and representing the newspaper in dealing with those complaints.
4. Coordinating the publication schedule, setting and enforcing deadlines and supervising its production.
5. Coordinating all business functions with the Daily Nebraskan General Manager and the advertising functions of the Dailyer Nebraskan staff with the Daily Nebraskan ad managers.
6. Coordinate the paper’s distribution.
7. Consulting regularly with the paper’s adviser(s) and reporting to the Publications Board

Selecting the Editor-in-Chief

Advertising for the Positions

The UNL Publications Board shall advertise the position of Dailyer Nebraskan Editor-in-Chief in the Dailyer Nebraskan at least once and in Daily Nebraskan for at least five (5) consecutive publication days, the last of which must be at least two weeks before the scheduled interview time. The Dailyer Nebraskan Editor-in-Chief shall be selected no later than April 15 by the Publications Board.

Staff Eligibility

All staff members must be enrolled as students at the University of Nebraska-Lincoln either currently or the previous semester, as long as the staff does not exceed 10% non-students. Leadership positions on staff must be held by students and non-students must not participate in the editorial selection process. Student staff must be taking at least six credit hours, holding a cumulative GPA of at least 2.0, and may not be on academic or student disciplinary probation. Non-student articles must be clearly labeled in some manner as the work of guest contributors.

Conflict of Interest

Members of the Publications Board and the student government are not eligible to be on the staff of the Dailyer Nebraskan. Daily Nebraskan staff members may not be on the editorial staff of the Dailyer Nebraskan without the Daily Nebraskan editor-in-chief’s approval.

Chairperson & Adviser

The name, e-mail address and telephone number of the UNL Publications Board Chairperson, editor, and adviser will be published in the masthead of the Dailyer.

The following also will be included in the masthead:

The public also has access to the Publications Board. For information, contact (chairman’s name e-mail address and phone number).

Disclaimers

The following will be prominently printed in each issue:

The content of the Dailyer Nebraskan is neither associated with nor produced by the Daily Nebraskan.

The articles printed in this newspaper are meant for entertainment purposes only and are by no means to be taken seriously. Any use of or similarities to real people or events in The Dailyer Nebraskan, save for public figures and events, are accidental and purely coincidental.

Letters to the editor do not necessarily represent the official opinion of The Dailyer Nebraskan.

Business Functions

All funds for the Dailyer Nebraskan will be deposited and managed by the Daily Nebraskan business department and earmarked for Dailyer Nebraskan expenses. All Dailyer expenses will be paid by the Daily Nebraskan business department, subject to approval of the Publications Board. The Dailyer Nebraskan editor in chief, working with the Daily Nebraskan General Manager, will submit a yearly budget to the Publications Board for its approval.

Advertising

The staff of the Dailyer Nebraskan will coordinate advertising and its collection of payments with the Daily Nebraskan ad department. Daily Nebraskan ad and credit policies will apply, except the editor of the Dailyer Nebraskan will have final say over the content of the ads.

Staff and resource sharing

Any staff member employed by or working for the Daily Nebraskan or DailyER Nebraskan who wishes to work also for the other publication in any capacity must obtain approval from the editors-in-chief of both publications and complete a "DN-DailyER staff sharing agreement," which must be signed by both editors-in-chief and kept on file by the Daily Nebraskan general manager. This agreement must be filed before joint participation begins and at the start of each academic year. This privilege can be revoked at any time by either of the editors-in-chief.

Editors are encouraged to agree to joint publication participation only in extraordinary cases, where the staff member can make meaningful contributions to both publications, without jeopardizing the legitimacy of the staff member or either publication.

Rules for resource sharing will be kept by the Daily Nebraskan general manager. Changes to this agreement can be made at any time with the approval of the Daily Nebraskan and DailyER Nebraskan editors-in-chief or by the Publications Board. The Publications Board will be notified of any changes to this agreement.

Guidelines for the Student Press
Revised Edition
University-Wide Student Publications Committee
January 1, 1981

No person or group studying any kind of guidelines for the press can do so honestly without freedom of the press. The base, of course, is the First Amendment which reads as follows:

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievance.

Second in importance only to the U.S. Constitution in such a study is the state constitution statement on freedom of the press. Nebraska's Article I, Section 5, reads as follows:

Every person may freely speak, write and publish on all subjects, being responsible for the abuse of that liberty; and all trials for libel, both civil and criminal, the truth when published with good motives, and for justifiable ends, shall be a sufficient defense.

From these constitutional bases have come guidelines, codes of ethics, and canons of journalism. The best known and most widely used of these codes is the canons of journalism adopted first by the American Society of Newspaper Editors and adopted subsequently by many other journalistic groups. The following guidelines for the University of Nebraska student press are a result of the study of many of these codes with particular emphasis on the ASNE canons. It is our opinion that these guidelines, stated concisely and clearly, describe the code generally followed by the Nebraska professional press. The code for the student press is as follows:

The following guidelines are based upon the canons practiced by the professional press of the State of Nebraska. The code of ethics provides broad and flexible guidance for the student press as it informs its audience. The student press, like the professional press, is obliged to know its primary audience, which includes the university community both on campus and off, and to interpret these guidelines based upon that knowledge. At the same time, student editors and writers must remember that their potential audience is broader than the academic community.

1. A clear distinction must be made between news accounts, headlines, news pictures and features, on the one hand, and editorial comment, columns, critical reviews and other kinds of writer opinion, on the other hand.
2. The journalist's role as a chronicler and contemporary historian is indissolubly linked to the role of teacher and interpreter.
3. A journalist must never use his/her power for any purpose except the public interest. A journalist must never use his/her power for any selfish or otherwise unworthy purpose.
4. The newspaper's coverage of its community must be fair and as complete as resources permit, catering to no special interest or cause.
5. Sincerity, truthfulness, accuracy and objectivity are paramount. Objectivity must be the goal of every journalist, even though complete lack of bias is difficult to achieve. An

effort to achieve fairness, not only in coverage but also in position and display, is part of the journalist's obligation.

6. All sides of any significant issue must be covered fairly.
7. The readership must be offered an opportunity to answer editorial opinions.
8. A significant mistake must be corrected with reasonable prominence and promptness upon discovering it.
9. In fairness, charges affecting the character or reputation of a person or an institution should not be published without attempting to obtain a response from those who are the subject of the charge. If the person or institution does not choose to respond, that decision should be reported. If the person or institution chooses to respond later, space should be afforded.
10. Ideas can be conveyed and news can be reported accurately and honestly in most cases without the use of pictures, words or descriptions that a significant portion of the readership finds offensive. Tastefulness is a part of the trust a journalist holds.

Although these guidelines must be based primarily on the U.S. and Nebraska constitutions, there are two basic statements that should always accompany press guidelines for the University of Nebraska. They provide additional guidance specifically patterned for the campus. Those statements are the Board of Regents' own enduring statement made first in 1918 and reaffirmed from time to time since then and the Joint Statement on Rights and Freedoms of Students adopted by university students over the nation and the American Association of University Professors. The University of Nebraska's own statement on "The Student in the Academic Community" includes an abbreviated version of this joint statement.

Board of Regents' 1918 Statement:

The editorial policies of the Student Publications shall be entirely in the hands of student editors and no faculty member or University officer shall interfere in such policies, excepting that the student editors of each publication shall be obligated on entering their duties to nominate to the Board some officer of the University to act as adviser and to call for a new nomination.

Article 4, Section D, Joint Statement on Rights and Freedoms of Students:

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for

the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operations. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

(Our recommendations apply specifically to the campus newspaper. They can, however, probably be applied to other publications or other informational services placed under the publications committee.)

These guidelines and statements form a base for the freedom and responsibility of the campus newspapers. But that is not enough. There must be a structure within which the guidelines are effective from day to day.

The professional press has such a structure. On a professional newspaper the obligation to be governed by a journalistic code of ethics lies initially with the staff of that newspaper. The final obligation lies with the publisher.

We do not believe that the campus newspapers ever had been able to operate within such a clearly defined and easily understood designation of responsibilities. While we have not specifically sought a legal opinion on this point, we presume that the Regents, in turn, have delegated the operation of this function to the committee on student publications.

The publications committee members traditionally have taken literally the Regents' constitutionally sound and farsighted statement on press freedom in 1918. We believe that publications boards have been too literal in their interpretation. In essence, they have eliminated one of the publisher's major responsibilities. That responsibility is to provide the ultimate voice in decisions on the proper application of a code of ethics. This has left the staffs of the student newspapers with the total responsibility for this area. This is not the way the professional press operates and it is unfair to expect the student press to operate without the bulwark of a responsible publisher.

We are in no way advocating that the publications committee censor the content of the student newspapers. We are

suggesting that the publications committee assume the full responsibility of a publisher. As such, they must be responsible for seeing that the material delivered to the readers comes within the code of ethics. And they must assume for the newspapers' staffs the responsibility for this kind of judgment.

We believe that the assumption of this responsibility by the publications committee would bring about the following kind of operation:

The publications committee would be responsible for hiring the editors, business managers, and/or advertising managers of the newspapers. On each campus, the publications committee would use the guidelines in the hiring process. In other words, as publisher, the committee would have the right to assure that candidates agreed with the guidelines and plan to operate within them. In essence there would be a verbal contract between the publications committee and the editor, but unlike many other such contracts, a set of guidelines used by a profession would become the guiding principle.

The editors would then have complete freedom to hire the staff and produce the newspaper. Editors would be obliged to govern their actions by the guidelines. The publications committee would have the usual contractual and business obligations of a publisher. However, the publications committee members would assume the additional responsibility of satisfying themselves that the editors were operating within the guidelines. There would be no censorship and no prepublication direction. There would be only the overall judgment that the newspaper was or was not operating ethically.

Should a publications committee find that an editor has not acted within the guidelines, the committee is obliged to act. The action may range from a verbal rebuke to dismissal. However, since campus newspapers do differ from the commercial press, explicit due process must be part of any action against the editor. The editor must be informed immediately in writing. The editor must be given time to prepare a response. However, the editor must be given a hearing as quickly as possible.

We recommend the following make-up for the publications committee:

The publications committees on each campus will be made up of nine (9) members. There will be five (5) students, two (2) faculty members, and two (2) professional journalists from outside the University. In addition, a professional journalist from outside the University will be hired as a part-time adviser. The adviser will be responsible for agendas and minutes and will provide advice during meetings, but will not vote.

The committees' members will be selected as follows:

On each campus the faculty members of the publications committee will be selected by the campus Chancellor from a list approved by the Faculty Senate. The student members of the publications committee will be selected by the campus Chancellor from a list approved by the Student Senate. Each list must contain a minimum number of nominees equal to two times the number of positions to be filled in the corresponding category. The Chancellor may request additional names from the Faculty and Student Senates if the Chancellor feels it is necessary.

Student members of the publications committee will serve one-year staggered terms. By November 1 of each year, as a result of the foregoing process, three students will be appointed to serve on the publications committee starting January 1. By April 1 of each year, also as a result of the foregoing process, two students will be appointed to serve on the publications committee starting July 1.

Faculty members of the publications committee will serve three-year staggered terms. By November 1, 1981, and by November 1 of every third year thereafter, as a result of

the foregoing process, one faculty member will be appointed to the publications committee, starting January 1, 1982, and January 1 of every third year thereafter. By April 1, 1983, and by April 1 or every third year thereafter, as a result of the foregoing process, one faculty member will be appointed to the publications committee, starting July 1, 1983, and by July 1 every third year thereafter.

The two professional journalists on the publications committee will be selected by the campus Chancellor to serve three-year staggered terms.

All applicants to the publications committee will be required to submit a statement outlining possible conflicts of interest. Such a statement will include those conflicts specifically mentioned in these guidelines as well as any other potential conflicts of interest.

In filling scheduled vacancies, the Student Senate and Faculty Senate will provide their nominations to the Chancellor at least 10 days before the above deadlines. The Chancellor will have 10 days to make the appointments unless the Chancellor requests additional names from the Student Senate or the Faculty Senate.

In filling unscheduled vacancies, the Student Senate and the Faculty Senate will provide their nominations within 20 days of the vacancy. The Chancellor will have 10 days to make the appointments unless the Chancellor requests additional names from the Student Senate or the Faculty Senate.

In the event the Faculty Senate or the Student Senate cannot be in session, such as certain periods during the summer, the nominating process must start as soon as the appropriate body is back in session.

If vacancies result in the publications committee not having enough members to constitute a quorum, the publications committee's executive committee will be empowered to act for the entire publications committee.

All nominations to the publications committee will be subject to the following prohibitions:

No member of the Board of Regents, the Faculty Senate, or the Student Senate or any successor to those bodies, and no elected or appointed executive officer of the University administration, campus-wide faculty government, or campus-wide student government, shall be a member of the publications committee until one year has expired since the termination of any such office.

No unsuccessful, declared candidate for the Board of Regents, the Faculty Senate, or the Student Senate, or any successor to those bodies, and no unsuccessful, declared candidate for any other campus-wide faculty government, or campus-wide student government office shall be permitted to be a publications committee member until four months have expired since the time his or her candidacy has ended.

Members of the staffs of the student newspapers are prohibited from serving concurrently on the student senates. Members of the staffs of the student newspapers also are prohibited from serving concurrently on the publications committee.

No member of a campus body responsible for allocating student fees to one of the newspapers shall be a publications committee member. No unsuccessful candidate for such a position shall be permitted to be a publications committee member until four months have expired since the time his or her candidacy has ended.

Each publications committee chair and each campus Chancellor also will be designated to provide jointly the liaison between the publications committee and the Board of Regents. It is recommended that the Chancellor and the publications committee chair arrange for periodic informational meetings of representatives of the publications and the representatives of the Board of Regents.

To preserve the independence of the campus press, it is

vital that members of the publications committee avoid conflicts of interest. It would be impossible to cover all potential conflicts of interest. The objective is to prevent publications committee members and others from exercising undue and/or improper influence on the campus press. There are a myriad of personal and organizational relationships that might lead to a conflict of interest. However, that conflict might not be serious enough to disqualify a candidate. In such cases it may be sufficient to anticipate and state the potential conflict of interest. Then, the concerned committee member could be eliminated from the discussions and decision making of that particular point.

We have listed some specific conflicts that do lead to disqualification, but the list should not be interpreted as all-inclusive. In order to fulfill the intent of these guidelines, applicants, persons involved in the selection process, publications committee members, and newspaper staff members are obliged to be familiar with these guidelines.

The burden of policing the conflicts of interest on the part of the publications committee member applicants must rest with the Faculty Senate, Student Senate, Chancellor and the applicants themselves. Furthermore, staff members of the campus publications should also avoid conflict of interest. Responsibility for policing staff conflicts of interest must rest with the editors and publications committee.

Once appointed the publications committee members will elect a chair to preside at meetings, and a vice-chair to preside in the former's absence.

Ex officio members may be selected by the committee. It is recommended that the ex-officio members include a representative from the office responsible for the money and bookkeeping for the student publications.

The committee will meet as necessary, but no less often than quarterly. The committee's duties will include hiring and firing, if necessary, of the editors, business managers, and/or advertising managers of student publications under the committee, approval of major business and legal matters, and judgments on matters involving the code of ethics. This is not meant to limit the committee's interests. It is meant, however, to encourage the committee members to concern themselves only with major decisions so that they can more properly fulfill their publisher's role as gatekeeper of the code of ethics.

Each publications committee will appoint an executive committee to help with routine problems. The publications committee will determine the membership of the executive committee, but it is recommended that it include two (2) student members of the publications committee, one (1) faculty member, and the professional adviser.

On a day-to-day basis, the adviser is to assist the editors and their staffs. The adviser will have no censorship powers and will offer prepublication advice only when it is sought by the editor. The adviser should offer post-publication criticism. The adviser will be responsible for calling ethical questions to the attention of the publications committee. The adviser also will arrange for and prepare the agenda of committee meetings. The adviser will be prepared to provide background information and to make personnel recommendations to the committees. The Regents will direct the source of the adviser's salary.

University Program and Facilities Fee (UPFF) support of the Daily Nebraskan and the Gateway should be continued. We concur with an April, 1976, report from the ad hoc committee on the study of organizational relationships and finances of the Daily Nebraskan that "Continued use of UPFF money produces a desirable interdependence inter-relationship, and mutual awareness between the Daily Nebraskan staff and students." In a statement by the University of Nebraska at Omaha Student Publications Board dated August 16, 1976, that board stated, "Student fees supply flexible support which allows students, through their elected

representatives, to have a word in the general publishing responsibilities of the newspaper.”

Advertising, rather than student subscriptions, should provide the remaining revenue for the student newspapers, with advertising revenue guidelines of approximately 80 percent for the Daily Nebraskan and approximately 50 percent for the Gateway. Because of the transient nature of both campuses’ students, paid circulation does not seem feasible. The greater the turnover and mobility of students, the greater the distribution costs for the newspaper.

In the event of withdrawal of student fee support, we can see no alternative but state fund support to meet that portion of budgets now funded by student fees. The newspapers would continue to operate under the campus publications committee.