

MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 5.100

POLICY TITLE: Media Contact

ADOPTION/LAST REVISION: 9-10-96

- A. Information is not to be given to the media by a staff member. In the event contact is made by the media, the staff member should request the name, phone number and the organization represented. The staff member should give that information to the Library Director or, in his/her absence, the Supervisor in Charge so that the Library can return the contact.
- B. Press releases are to be released only by the Library Director or his/her designee. (The Library Board of Trustees has the prerogative of releasing information any time it wants).