

POLICY TITLE: Public Relations Policy

ADOPTION/LAST REVISION: Adopted 9/10/96; Revised 5/18/21

PURPOSE: The purpose of this policy is to ensure that the public receives consistent and accurate information about library policies, procedures, programs and services.

Media Contact

The Library Director or Library Board President will arrange contacts with the media for the Library.

Contacts made by the media with the Library will be directed to the Director or the Board President.

Library staff and trustees will not make statements to the media on behalf of the Library without prior approval from either the Director or Board President.

Emergency Situations

In an emergency situation, all press inquiries will be referred to the Director, his/her designate, or the Board President who will make official statements to the public and the media.