

The Library wishes to ensure that the public receives consistent and accurate information about Library policy, procedures, programs and services.

I. Media Contact

- A. Contacts with the media, including news releases concerning Library events, programs and services should be issued by the Library Director or his or her designee.
- B. Contacts initiated by the media should be directed to the Library Director.
- C. The Library Director will be expected to make presentations and to participate in community activities to promote Library services.
- D. Library employees will not express personal opinions to the media in a way that suggests that they are acting as representatives of the Library.

II. Promotional Library Materials

- A. Library promotional and informational materials, such as handouts and brochures, designed to be disseminated to the public are subject to the approval of the Director.

III. Emergencies

- A. In the event of an emergency at the Library, official statements to the public and media will be made by the Library Director, his or her designee, or the president of the Board of Trustees.
- B. In the event the Library has to be closed due to weather or other emergency, the Library Director will contact the designated media services. [See Policy 1.7: Operations.]

Approved: June 16, 2005