

Public Relations Policy

Library Spokesperson

In order to provide the most current and consistent information about the library, all contact with news media will be carried out through the Program and Outreach Coordinator, Library Director, or Board President, although at times individuals occupying such positions may refer the media to specific staff members. The Library Board President is the spokesperson for the Library Board of Trustees. All inquiries from reporters or other media persons should be reported immediately to the Library Director.

When asked by the public for information related to library business or policy, staff should respond in accordance with library guidelines regarding such requests and, in the case of doubt, should consult with the Library Director.

Library Employees and Library Board Trustees should avoid speculation on any topic and refrain from offering personal opinions about library policies or programs, whether asked by news media or the general public.

Questions from the public regarding the general operations or direction of the library should be referred to the Library Director. Inquiries related to the underlying principles of a policy that are open to interpretation from a political, constitutional, and/or legal perspective should be referred to the Library Director. Examples of such policies include but are not limited to those covering internet access, intellectual freedom, and meeting room issues.

Inquiries regarding the library budget should be referred to the Library Director or the Finance Committee of the Board of Trustees.

Newsgathering in the Library

Members of the media or other individuals who wish to conduct newsgathering in the library in any manner disruptive to, or interfering with, the operation of the library or its use by other patrons or be inconsistent with its mission, must make themselves known to either the Library Director, Program and Outreach Coordinator, or to the staff member in charge of the building in the Library Director's absence. Examples of behavior that can be disruptive, or interfere with, the operation of the library or its use by other patrons or be inconsistent with the library's mission, include (but are not limited to) interviewing at other than normal conversational voice level, photographing, video recording, or audio recording patrons or staff. (See **Photography and Videography Policy**)

Staff members witnessing members of the media or other individuals engaged in such activity must inform them of the policy and ask that they request and gain permission from the Director, Program and Outreach Coordinator, or to the staff member in charge of the building in the Director's absence before further conducting newsgathering in the library. This policy does not apply to a member of the media in their capacity as a patron using the library's resources.