

## PUBLIC RELATIONS POLICY

1. Some of the primary public relations goals of the library are:
  - a. Causing governing officials, civic leaders, as well as the general public of all ages, to be aware of the library's services.
  - b. Creating active participation in the varied services offered by the library.
2. The Board recognizes that public relations involves every person who has any connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.
3. The library director and other staff, if expected to speak and/or participate in community activities, will be allowed a reasonable amount of library time for preparation and speaking. Materials to be used by press, radio, or television or on social media will be approved by the library director.

Revised 4/9/2018; 6/10/2024