

PEASE PUBLIC LIBRARY
MEDIA RELATIONS POLICY

I. Statement of Policy

The Pease Public Library Board of Trustees has determined that members of the media should have access to the Library, subject to a published written policy which will be applied without discrimination and in the best interests of all library users.

II. Communications with the Media

- A. Only staff members designated by the Library Director or the Board of Trustees are authorized to prepare press releases or other material for the media and through social media. Staff members listed as contacts on press releases are responsible for answering inquiries received from the media regarding a release.
- B. Only staff members who are in charge of Library programs or events are authorized to answer questions from the media related to those programs or events. All other inquiries from the media about Library policies, practices, procedures or issues should be referred to the Library Director or his or her designee.

III. Media Access to the Library

- A. Representatives of the press or other media are welcome within the public areas of the Library and are welcome to attend in a working capacity events, programs or meetings within the Library that are open to the public.
- B. Representatives of the press or other media may not create visual or audio records of events or programs conducted or sponsored by the Library without permission in advance from the Library Director or his or her designee.
- C. When an outside group utilizes a Library meeting room for an event or meeting that is designated as open to the public, representatives of the press or other media who attend the event or meeting have the right to create visual or audio records of such event or meeting to the same extent as if it were held in a public space or forum outside the Library. The press or other media representative should give the organizer of the meeting notice that he or she is attending the event or meeting and expects to create a visual or audio record of the event or meeting.

IV. Interviews and Surveys

- A. The Pease Public Library prohibits the solicitation of opinions through interviews or surveys by third parties inside the Library building. Exceptions may be granted by the Library Director for interviews on Library-related topics.
- B. Library users have a right to use the Library facilities undisturbed and in privacy.

V. Enforcement

The provision of this Media Relations Policy will be construed and enforced by the Library Director at his or her sole discretion and exceptions may be granted by the Library Director. All decisions, determinations and actions taken by the Library Director with respect to this Media Relations Policy are final and not subject to review.

VI. Amendment

The Library Board of Trustees reserves the right to amend this Posting Policy at any time.

Adopted by the Board of Trustees 4/21/15; Amended 10/20/16.