



Romeo District Library Policy Manual Public Relations Policy

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 will arrange contacts with the media for the Library.

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

Library staff will not make statements to the media on behalf of the Library without prior approval from the Director.

Emergency Situations

In an emergency situation, all press inquiries will be referred to the Director who will make official statements to the public and the media.

If staff are asked to provide the public with information related to Library business or policy, Library administration will provide clear guidelines for responding to such requests.

Promotional Library Materials

Materials designed to be disseminated to the public will meet a high standard of quality.

The Director is responsible to see that such promotional and informational materials produced by or for the Library meet those standards.