

Public Relations Policy

Wadleigh Memorial Library

The primary goals of this Policy are:

- To promote the library's objectives and services to the community, including governing officials, civic leaders and the general public;
- To promote active participation by people of all ages in the varied services offered by the library.

The Library Director and the Chair of the Board of Trustees are the official designated Library spokespersons. However, the Board urges its own members and every staff member to realize that they represent the Library in every public contact.

The Library Director and staff will actively seek to publicize library activities and events using all appropriate media and personal participation in community activities. A reasonable amount of time will be allowed staff members for preparation and delivery of public presentations. Materials and statements to be used in public presentations or in press releases are subject to approval by the Director and/or the Board of Trustees.

Reviewed and Revised May 21, 2019

Revised January 19, 2005

Approved September 17, 1985

Board of Trustees