

BAY COUNTY LIBRARY SYSTEM

MEDIA RELATIONS POLICY

The Director (or designee), and the Community Programs Coordinator are the official spokespersons for the Library.

The Chairperson of the Board of Trustees (or designee) is the official spokesperson for the Library Board.

In an emergency situation official statements to the media will be made by the Director (or designee) or the Chairperson of the Library Board (or designee).

Library staff should direct all media inquiries regarding the Library's policy or position on issues, or inquiries specific to the Board of Trustees, to the Director (or designee).

Media inquiries regarding programs or events should be directed to the Community Programs Coordinator, or in his/her absence, the person in charge of the building. They may in turn direct the media to a staff person who is familiar with details.

Press releases must be approved by either the Director (or designee), or the Community Programs Coordinator prior to distribution.

Any actions or incidents that may result in adverse publicity should be reported immediately to the Director (or designee).