

POLICY STATEMENT

This public relations policy has been developed to ensure that the public receives consistent and accurate information about the Menominee County Library's mission and public services.

SCOPE

Recognizing that public relations involves all persons connected with the library, the Menominee County Library Board encourages its members to provide accurate information about library services and programs. Library Staff will be trained to provide positive interactions with the public and to provide good service. Public Relations are everyone's responsibility.

The Library Director or Board President will arrange media contacts for the library, and the Director will handle inquiries received from the media.

The Library Director will ensure that all library information and promotional materials disseminated to the public are accurate and are of high quality.

The Library Director, at the direction of the Board, will make official statements to the public and media.

If the library needs to close due to weather or other emergency situations, the Library Director will contact designated media services and the Library Board President.

Charlene H. Peterson

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