

Media/Public Relations Policy

It is the policy of Bacon Memorial District Library to keep the public informed about the library's activities and resources.

The Library Board will:

1. Adhere fully to the Open Meetings Act of 1976 (See Appendix 6.8) and the Freedom of Information Act of 1977 (See Appendix 6.7).
2. Cooperate appropriately with the news media in their efforts to collect and report news concerning the Library.

The Director of the Library and the Library Board President will serve as the spokespeople for media contacts.

The aim of all Board Policies is to improve public relations.

The primary public relations objectives are to:

1. Inform the public of all Library services, promote community awareness and stimulate public interest and participation. Newsletters, brochures and other promotional materials shall be produced and distributed along with other effective means of reaching the public.
2. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact.
3. The condition of the buildings reflects on the image of the Library to the public. We should endeavor to keep everything in working order, up-to-date and up-to-code, as well as pleasing to the senses.
4. Good service supports good public relations.