

## VII Marshall District Library Public Relations Policy

### **A. Media / Displays / Exhibits / Programs:**

The Marshall District Library seeks to ensure that the public receives consistent and accurate information about the library policies, procedures and programs in order to encourage full understanding and use of its facilities and services. To further that aim we establish the following procedures:

Media contacts initiated by the Library will be made by the Director or person designated by the Director.

The Director is the official spokesperson for the Library. Media contacts initiated by the media should be directed to the Director or a person designated by the Director.

Speaking/program requests made by public groups should be channeled to the Director who will assign and schedule staff.

Displays and exhibits are the responsibility of the library staff. Occasionally, community groups or individuals will request permission to make a display. Each request will be reviewed by the Director or designated staff member who will either accept or reject the application. The Library retains the right to limit the location and duration of these displays. Any permanent donation of display materials to the Library will be considered in accordance with the Library's gift policy.

Bulletin boards are maintained in the lobby area of the Library where public notices of sales/services and community events may be posted for two weeks. The Library will not post opinion pieces or notices that promote political viewpoints on bulletin boards. All notices must be presented to the Library Director or person designated by the Director for approval. Each notice should be dated when posted and the Library retains the right to remove notices at any time.

The Library may photograph or record library events for promotional purposes. Attendance at Library events constitutes consent to be photographed for use in print and/or electronic publicity for the Marshall District Library.

Promotional materials will be the responsibility of the library staff and will follow standard guidelines for the use of copyright-free art and quality design.

Approved by the Board June 29, 2004, June 30, 2015.

### **B. Storage of Records for Local Organizations**

Upon request the Marshall District Library may provide file storage space for the records of organizations which are within the Library District. The records should be in digitized or microform format. The Director has the authority to approve and negotiate such arrangements. Insurance for these records shall be the responsibility of the organization requesting storage. The length of time these records will be retained will be at the discretion of the Director.

Approved by the Board December 13, 2005

Adopted April 13, 2004; amended June 29, 2004, December 13, 2005, September 12, 2006, December 11, 2007, December 14, 2010, June 28, 2011, August 14, 2012, June 30, 2015, May 11, 2021.