

Adrian District Library

Media Policy for Employees

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

1. Libraries are public buildings and reporters, photographers and/or camera people are welcome to visit any time. Media are allowed to speak with, photograph and record anyone in the library building. Quotes, photos and video footage taken by the media are the media's responsibility and therefore it is their duty to solicit permission from the patron(s) in question.
2. Media contacts initiated by the Library will be made by the Director or a person specifically designated by the Director only. Staff members may initiate contact with the media as private individuals, but not to speak on behalf of the Library.
3. Only the Director or a person specifically designated by the Director may write letters to the editor or for columns on behalf of the Library. Staff members may do so as private individuals, but not to speak on behalf of the Library.
4. Only the Director or a person specifically designated by the Director may speak on television or radio programs on behalf of the Library. Staff members may do so as private individuals, but not to speak on behalf of the Library.
5. The Director is the official spokesperson for the Library. Media contacts initiated by the media should be directed to the Director only.
6. Library Board members should discuss with any member of the media only those facts they personally know about. Board members should notify the Director as soon as possible after any contact with the media, providing the name and telephone number of the reporter or publication if possible.

Adopted by the Adrian District Library Board of Trustees on 6-15-2021.