

Public Relations Policy

The Hillsdale Community Library wishes to ensure that the public receives consistent and accurate information about library policy, procedures, programs and services. To further that aim, we establish the following regulations:

Contacts initiated by the media should be directed to the Library Director.

Contacts to the media initiated by the library will be done by the person or persons in charge of the specific program, service or policy being addressed after consultation with the Library Director.

Speaking engagements made by library staff on behalf of the library will be coordinated and approved through the Library Director

Promotional materials will follow standard guidelines for use of copyright-free art and quality design. All promotional materials should be reviewed by the Library Director prior to distribution to the public.

Adopted March 2005