

Media Contact Policy

The Elting Memorial Library Board of Trustees encourages the media to have access to the Library for the benefit of both the Library and the community. This Media Contact Policy establishes guidelines for both official and unofficial contacts of the trustees and staff with the media.

1. The Board President and any other Trustee designated by the President, and Library Director may have official contact with the media regarding the Library.
2. All inquiries from the media about the library should be referred to the Board President and/or the Director.
3. Library Board members and library staff are free to express their personal opinions to the media including about the Library, except regarding confidential information about Library patrons, members or employees. Library trustee or staff need to state that they are not speaking on behalf of the library only if they are speaking about the library.
4. If a Trustee or staff member has any contact with the media concerning the Library, they must immediately report that contact to the Board President and Director or the appropriate designee.

Approved: May 26, 2011

Revised: December 2022