

Procedure for Publicizing Library Events

There is still some confusion and delays in getting information about library events to the public. The library can communicate with the public via its website (which includes the activities calendar), Facebook, Instagram, the newsletter, the display monitor, the bulletin board, press releases and e-blasts. Different staff members manage each of these platforms.

The appropriate procedure for making use of these platforms is to send John the details of the event in writing two weeks in advance so that he can make appropriate assignments to staff.

The Chairs of committees are responsible for communicating with John about events originating in their area.

All media requests go through the Director. In the Director's absence, following staff are able to make adjustments:

Web site widgets (front page displays): Jesse

Web site text: Carol

Calendar: Bonnie

Facebook, Instagram, and TV Monitor: Margaret

Press Releases and e-blasts: Jesse

Bulletin Board near circulation desk: Contact chair of volunteer committee (Sarah)