

## **Kingston Library**

### **Public Relations**

**Reviewed and approved by the Kingston Library Board of Trustees on October 16, 2014**

#### **Introduction:**

The public relations goals of the Kingston Library and the Board of Trustees (BoT) are:

- To promote community awareness and active, participation in library services and programs.
- To develop public understanding and support of the library and its role in the community.
- This will also foster a growing need for a strong relationship with the Friends of Kingston Library (FoKL.)

#### **I. Standards and Procedures:**

1. The Board of Trustees recognizes that public relations involve every person who has a connection with the Library. The Board urges its own members and every staff member to realize that they represent the library in every public contact. Good service supports good public relations. The Board will establish and maintain a budget to cover costs related to printing, publication, postage and supplies in order to ensure effective public relations.
2. Any official announcements, press releases, mailings, and other public dialogue must be approved by the Library Director.
3. Emergency Situations In the event of an emergency situation, official statements to the public and media will be made by the Library Director, Board President or designee placed in charge of the Library. If it is necessary for the library staff to provide the public with information, the Library Director will inform staff what is to be said. In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director, or designee, will contact the media and general public

- II. **Scope:** This policy applies to all staff, trustees, volunteers, and any outside agencies associated with the Kingston Library.

*This policy is the product of the Kingston Library and reevaluated by its Standards and Development Committee every three years if not sooner. This committee will present new and updated policy to the full Board of Trustees for approval/reapprove and will be publically available either on the Kingston Library website or in hardcopy in library building.*