

Hudson Library & Historical Society

Media Relations Policy

Adopted 10/2013

I. Statement of Purpose:

The Hudson Library and Historical Society believes that a successful relationship with the media will have a positive, long-lasting effect on the institution's image and better assist the library in achieving its goals. Therefore, the following procedures have been developed to help facilitate this effort and to promote the Hudson Library and Historical Society's many services, programs, and initiatives.

II. Communication with the Media:

A. The President of the Board serves as the official spokesperson for the board. The Executive Director serves as the official spokesperson for the library. The Executive Director also serves as the media liaison for the board and library whenever official media statements are required pertaining to the organization's stance on local, state or national library issues.

B. Only those staff members designated by the Executive Director through their department supervisors are authorized to prepare press releases and other materials for the media. Department heads will review press information prior to submission. Staff members listed as contacts on press releases are responsible for answering inquiries received from the media regarding a release.

C. Only staff members who are in charge of library programs or events are authorized to answer queries from the media related to those programs or events. **All other inquiries from the media regarding library policies, practices, procedures or issues must be referred to the Executive Director or her designee.**

III. Media Access in the Library:

A. Representatives of the press or other media are welcome within the public areas of the library and are encouraged to attend (in a working capacity) events, programs or meetings within the library that are open to the public.

B. Representatives of the press or other media may not create visual or audio recordings of events or programs conducted or sponsored by the library without prior permission from the library's Executive Director or her designee.

IV. Interviews and Surveys:

Library users have a right to use the library facilities undisturbed and in privacy. The library serves as a sanctuary for reading, study and reflection.

A. Therefore, the library prohibits the solicitation of opinions through interviews or surveys by third parties on library property. Exceptions may be granted by the library's Executive Director in certain limited circumstances if the topic relates to library services.