

Kinney Memorial Library Public Relations Policy

A. Public relations goals of the Kinney Memorial Public Library are:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- To promote active participation in the varied services offered by the Library to people of all ages.

B. The Board recognizes that involving every person who has connection with the Library is essential to public relations. Good service supports good public relations.

C. The Librarian/Director will be expected to make presentations and to participate in community activities to promote library services. The Board of Trustees may approve a reasonable amount of time for preparations needed when making presentations. Materials to be used by press, radio, or television will be approved by the Library Director and Board of Trustees.

*Note: This policy was adapted, with permission, from the *Sample Library Policies for the Small Public Library*, compiled by the Small Library Committee of the Wisconsin Association of Public Librarians.