



## Public Relations

In recognition of the Badenhausen Reading Room's responsibility to maintain continuing communication with present and potential users of the reading room's services and resources so as to assure effective and maximum usage by all citizens, the Board of Trustees of the Badenhausen Reading Room adopts the following resolution as a matter of policy.

Public relations goals of the Badenhausen Reading Room are:

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

All press inquiries are to be directed to the Reading Room Director and/or Board President and they are the only spokespersons for the Reading Room. It is neither expected, nor required, to provide immediate answers to requests for information. Responses will be made in a reasonable amount of time. Local media shall be utilized to keep the public aware of and informed about the resources and services of the Badenhausen Reading Room.

Newsletters, brochures, and other promotional materials shall be produced and distributed through regular mailings and other effective methods of reaching the public. The Badenhausen Reading Room uses social media for community engagement on several levels, to be determined on a post-by-post basis.

The Board 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 he or she represents the Reading Room in every public contact. Good service supports good public relations.

Materials to be used by press, radio, or television will be approved by the Director.

In an emergency situation, the Reading Room Director is responsible for all official statements to the public and media; in the absence of the Director, statements will be made by the Board of Trustees President. In the event that the Reading Room has to close due to an emergency situation, the individual in charge will notify other town departments and/or the media

Policy adopted by Badenhausen Reading Room Board of Trustees on: January 11, 2022