

Public Relations Policy

Public Relations goals of the Dresser Village 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 patrons of all ages

The Board recognizes that public relations involve every person who has contact with the Library. The Board urges its members and all staff to realize that they represent the Library in every public contact. Good service supports good public relations.

Promotional Materials will follow standard guideline for use of copyright-free art and graphic design. The Library Director will be responsible to see that materials produced by staff for public and/or patrons meet library standards of quality.

“Letters to the Editor” designed to speak for the Library will not be submitted by library staff or volunteers without prior approval of the Library Director.

Contacts initiated by the media should be directed to the Library Director.

In an emergency situation, official statements to the public and media will be made by the Library Director or his/her designee. If it is necessary for library staff to provide the public with information, the Library Director and/or Board of Trustees will inform staff what is to be said.