

Town Hall Library Policy Manual	Public Relations Policy	Issued: 2000 Revised: January 2016 Reviewed: February 2021 Revised: July 2023
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To promote active participation in the services and events offered to people of all ages, Town Hall Library recognizes the role of public relations to foster understanding of the library’s objectives and initiatives among governing officials, civic leaders and the public. Further, the Town Hall Library Board of Trustees recognizes that public relations involve all people connected with the library. Good service supports good public relations, and it is the Board’s view that every public contact reflects the library.

To this end, the Town Hall Library Board of Trustees has a budget provision to address various expenses about public relations, including creation and distribution across all formats. Materials to be used by public media will be approved by the Library Director in conjunction with the Adult Services Librarian.

Official statements to the public and media in the instance of an emergency will be made by the Library Director, Board President, Adult Services Librarian or designee. If there is a need to provide the public with information, the Library Director will provide staff with that information.