

Bernardsville Public Library
Public Communications Policy

Adopted January 15, 2008

Reaffirmed July 19, 2011

The Library Board of Trustees supports access to public records and meetings in keeping with the Open Public Records Act, the Open Public Meetings Act, the First Amendment to the United States Constitution, and New Jersey's Confidentiality of Library Records Law.

The Board President or Executive Director will proactively contact *The Bernardsville News* as soon as possible to provide important news about the library.

The Board President or designee or the Executive Director is the official spokesperson for the Board, including serving as the liaison with the public news media. All contacts and press releases concerning the library will be handled or cleared by the Executive Director.

Board members contacted by media personnel will refer such personnel to the Board President and the Executive Director, and provide contact information.

The Executive Director will instruct library staff members that they should follow these guidelines in communicating information about the library:

- Contacts initiated by the media must be directed to the Executive Director.
- Contacts to the media initiated by the library must be made or approved by the Executive Director.
- The Executive Director must authorize speaking engagements.
- Promotional materials must be approved by the Executive Director and follow standard guidelines for use of copyright-free art and quality design.
- In the event of an emergency, the Executive Director or designee will make official statements to the public and the media.
- If it is necessary for library staff to provide the public with information, the Executive Director will advise staff regarding information that may be released.