WadsworthLibrary

PUBLIC RELATIONS

PURPOSE

To ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the library is presented to the public, the following public relations policy has been developed.

MEDIA CONTACT

- Contacts with the media will be arranged by the library director. Children's programming and services will be arranged by the children's librarian after consultation with the director.
- Upon completion, a copy of programming and services releases will be filed with director and may not be released to the media until approved by the director.
- Contacts made by the media with the library will be directed to the library director or to his/her designee.
- Letters to the editor designed to speak for the library in an official capacity will not be submitted by library staff without prior approval of the library director.

SPEAKING ENGAGEMENTS

Speaking engagements made by library staff on behalf of the library will be coordinated through the library director.

LIBRARY MATERIALS & PROMOTIONAL INFORMATION

Library Materials and Promotional and informational materials [e.g., handouts, brochures, and electronic social networking utilities] designed to be disseminated to the public will meet standards of quality established by the library and follow standard guidelines for use of copyright law dealing with art, designs and other materials. The library director will be responsible to see that such materials produced by or for respective departments (children's services, bookmobile, web-page design, etc.) meet library standards of quality. All promotional and informational materials must be filed with the library director and must be approved before released.

SOCIAL MEDIA

Wadsworth Library utilizes social media platforms to engage with its users and the broader community. Social media provides a dynamic space for the Library to connect with individuals where they are, fostering convenient interactions and the exchange of information, ideas, and feedback on topics related to the Library’s mission, collections, and services.

Wadsworth Library assumes no liability for any events, interactions, or content generated by participants on Library-sponsored social networking platforms. The Library does not endorse or review content posted outside of official pages created and managed by Wadsworth Library staff. By engaging with our social media services, users agree to comply with all Library policies as well as the Terms of Service of the respective third-party social networks. If a user does not agree to these terms, they should refrain from using the services provided.

RECORDINGS

Please refer to our First Amendment Policy

Adopted by Board of Trustees on May 10, 2018
Reviewed by Board of Trustees on March 13, 2025