

MEDIA COMMUNICATIONS LIBRARY POLICY

Kitsap Regional Library (KRL) has a responsibility and commitment to provide accurate and timely responses to inquiries and to share information with Kitsap County residents about library programs, services, and resources. To achieve these goals, the official spokespeople for the Library will be: the Board of Trustees, Library Director, Community Relations Director, and Division Directors. On occasion, branch managers or assigned subject area specialists may be designated to act as a spokesperson.

During a crisis, only designated KRL spokespeople are authorized to speak with media without notice from the Library Director. A team approach will be implemented with relevant staff and management joining efforts to insure that accurate and timely information is provided. The Board of Trustees and major crisis-related stakeholders will be notified and kept informed.

MEDIA: For purposes of this policy, “Media” is meant to include organizations or individuals with the ability and expressed desire to distribute information in mass (newspapers, TV, radio, newsletters, email list serves, web sites, etc.).

NOTE: Nothing in this policy is intended to affect an individual’s rights to express his or her personal views as long as those views are not attributed to the library either directly or indirectly.