



## ORCHARD PARK PUBLIC LIBRARY

S-4570 S. Buffalo Street  
Orchard Park, New York, 14127-2989

### **Media Relations Policy**

#### **Library Spokesperson**

In order to provide the most current and consistent information about the Orchard Park Public Library ("Library"), all contact with news media will be carried out through the Library Director ("Director") or the President of the Library's Board of Trustees ("President") although at times individuals occupying such positions may refer the media to specific staff members. The President is the spokesperson for the Library Board of Trustees. All inquiries from reporters or other media persons should be reported immediately to the Director.

When asked by the public for information related to Library business or policy, staff should respond in accordance with Library guidelines regarding such requests and, in the case of doubt, should consult with the Director.

Employees who represent the Library as media spokespersons should avoid speculation on any topic and refrain from offering personal opinions about Library policies or programs, even when asked to do so by a reporter.

Questions from the public regarding the general operations or direction of the Library should be referred to the Director. Inquiries related to the underlying principles of one of the Library's policies that are open to interpretation from a political, constitutional, and/or legal perspective should be referred to the Director. Examples of such policies include but are not limited to those covering Rules of Conduct, Bulletin Board, and Meeting Room Use issues. Questions related to Buffalo & Erie County Public Library System Policies may be referred, through the Director, to the B&ECPL Office of Development and Communications. Examples of such policies include but are not limited to, those covering Internet Safety and Acceptable Use, Confidentiality of Library Records and Collection Development.

Inquiries regarding the library budget should be referred to the Director and/or the President.

Approved, March 15, 2022