

MEDIA POLICY

The Board of Trustees of the St. Charles Public Library District charges the Library Director or their specifically named designee, and the President of the Library Board or their specifically named designee, to communicate as spokespersons on its behalf with the news media.

For some issues, the Library Board will assign one individual as the Library's sole contact with the news media. The Board will inform the staff about these special situations.

Unless instructed otherwise, all news media inquiries about the Library Board, Library policy or Board action or activities, should be referred immediately to the appropriate individuals. If a reporter contacts an employee, the employee should explain the Library's policy and give the reporter information about how to contact the Director, Board President or designee.

News media inquiries about routine library services, programs or events should be directed to the appropriate Department Manager or the Communications and Marketing Manager. Unless designated as an official spokesperson in this policy statement, an employee should not speak to the news media as the Library's official spokesperson.