



Comsewogue Public Library Public Relations and Publicity Policy

- Media Contact/Inquiries:** The Library Director serves as the sole Library spokesperson. Inquiries sent to and/or made at the Library are to be immediately referred to the Library Director or her designee, who will respond or redirect the inquiry.
- Written Communications:** All Library press communications must have the Library Director's (or her designee's) preapproval.
- Photographs/Recordings:** Members of the public who visit Library property and/or participate in Library-sponsored events grant the Library the right to use images/likenesses/recordings in which they appear for publicity/promotional purposes. Individuals/parents/caregivers must inform the Library in advance if they do not want photos/videos/recordings taken of themselves or of their child.
- Promotional Materials:** All Library promotional materials will meet standards established in the Library's Style Guide.
- Electronic Communications:** All official electronic communications should be transmitted via official Library channels, unless preapproval is obtained to do otherwise. Such communications are the property of the Library and subject to administrative review.
- Speaking Engagements:** Employees' speaking engagements must have the Director's (or her designee's) preapproval. All pertinent information concerning the event (sponsoring organization, nature/format of program, program/presentation topic, expected level of media coverage, etc.) must be submitted well in advance with a Meeting Attendance Request.
- Employment References:** Requests to verify employment and/or for employment references are to be directed to Administration. Employees may provide personal references after such a request has been approved by administration.