

Board Policy: Media Relations
Approved: November 8, 2010
Revisions approved: July 9, 2015

The purpose of this Media Relations Policy is to ensure accurate and orderly communication between the West Fargo Public Library and the media.

Media Requests:

Questions from the news media relating to a particular program or service of the library should be referred to the staff member responsible for that area, (for example, questions relating to the Summer Reading Program may be referred to the responsible librarian). Media inquiries related to other areas, such as policy interpretation, budget, etc will be referred to the library director or to the director's designee. In the case of emergencies or in particularly sensitive matters staff members should contact the director or designee at home and these individuals will coordinate a response with the Library Board Chair. In the event that neither individual can be contacted the matter will be referred to the designated person-in-charge.

Photography/Film:

All photographers and videographers must obtain permission from the library administration before taking photos/filming in the library. They must show official ID. Photographs of patrons may be taken only with their written permission (or the permission of a parent or guardian, in the case of a child).

Library staff is happy to arrange photo shoots and/or provide photos from our archives. With prior notice, we may also be able to arrange for media to attend a program, conduct interviews, or tape a live event.