

INDIAN RIVER AREA LIBRARY

News Media Relations Policy

1. STATEMENT of PURPOSE

The following News Media Relations Policy has been developed to provide guidance to the public, including the new media, and promote a positive image of the *Indian River Area Library* (IRAL).

2. GUIDELINES

- A. The terms of this policy apply to members of the public, including the news media.
- B. Non-public areas of the Library may be closed to the public, including the news media.
- C. All meetings, whether or not sponsored by the Library, are considered open to the public, including the news media, unless in closed session as allowed by state law (MCL 15.261 *et seq.* Open Meetings Act) or limited by capacity.
- D. The public, including the news media, are subject to the provision of the Library's Code of Conduct Policy and may not disturb the normal operations of the Library without special permission by the Library Director.
- E. The Library's primary point of contact with the news media shall be the Library Director.
- F. In the event of a critical incident or emergency, access to areas usually open to the public, including the news media, may be limited to allow emergency personnel to ensure safety and security.
- G. Video and/or photographic use of the Library's property and employees does not imply any institutional endorsement by IRAL. This includes the use of identifiable logos or logotypes, marks, symbols, or music.
- H. Attendance at Library programs, events, or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Such photos, images, and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes.

To ensure the full privacy of individuals and children, IRAL images will not be identified using full name or personal identifying information without written approval from the photographed subject, parent, or legal guardian.
- I. State law (MCL 397.601 *et seq.* Library Privacy Act) prohibits the disclosure of patron records, including whether or not an individual is a patron of the Library.