

Administrative Policy 135

Communication Policy

Adopted: December 17, 2010

Reviewed: February 16, 2018

The President of the Library Board of Trustees is the official spokesperson for the Board. The Library Director is the official spokesperson for the Library. The Library Director is the Freedom of Information Act (FOIA) Coordinator for the Library and is responsible for administering the dissemination of Library documents to outside parties in response to FOIA requests. The Library Director is also generally responsible for the administration and management of the Library, including Library communications. As a result, before providing any Library records or documents to persons other than Library Board Trustees, Board Trustees shall advise and consult with the Library Director.

The Community Services Librarian serves as media liaison for the Library. The Library Director will coordinate with the Community Services Librarian to determine who will represent the Library to the media upon a particular topic when official media statements are required.