



Taber Public Library Policy Manual

General Policy: Media Relations

PURPOSE:

The Taber Public Library seeks to ensure that official information is accurately and effectively communicated to the public through news media representatives in a clear, concise and consistent manner.

DEFINITIONS:

Communication includes, but is not limited to, press releases, statements, event advisories and images.

Official information includes policies, procedures, positions and actions of the Taber Public Library and the Taber Public Library Board.

POLICY:

In order to ensure effective communication, all media inquiries or outreach about Taber Public Library events, policies, procedures, official positions and actions should be channeled through the Library Manager.

In particular situations, the Library Manager has the discretion to grant authority to other employees or board members, dependent on the content of the communication.

Date of Approval:

September 14, 2023