

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Library Operations

Policy Number: LIB-03-011

Title: Public Relations

1. The Library Board recognizes that public relations involve every person who has any connection with the library. The Board urges its members and all employees to realize that they represent the Library in every public contact.
2. The Board will be responsible for public relations. Some public relations tasks will be delegated to the Library Manager.
3. The Library Management are expected to participate in community activities and give talks to groups or individuals about library services, as required.
4. The main aims of the library public relations program are:
 - to make governing leaders, civic officials, and the general public aware of the Library's objectives and services
 - to promote understanding of the Library's goals and services
 - to encourage active participation in all the Library's varied services
5. Publicity is the responsibility of the Manager who may publish regular library related articles/posts. Such articles may be written by employees, Board members, or volunteers.

Date Approved: November 17, 2021

Board Chair Signature: 

Date to be Reviewed: November, 2024