



# Media Policy

## **I. Statement of Purpose**

The Westport Public Library Board of Trustees has determined that members of the media should have access to the Library, subject to a published written policy. The purpose of this Media Policy is to establish the procedures and rules by which members of the media will have access to the Library, and which will be applied without discrimination and in the best interests of all of the Library's users.

## **II. Relationships with the Media**

Only staff members designated by the Library Director or Board of Trustees prepare press releases and other materials for the media. Staff members listed as contacts on press releases are responsible for answering inquiries from the media about them. Only staff members who are in charge of programs may answer questions from the media related to those programs. All other inquiries from the media about Library policies, procedures or issues should be referred to the Library Director, the Assistant Director or the Director of Community Relations.

## **III. Interviews and Surveys**

- A. The Library Use Policy of the Westport Public Library prohibits the solicitation of opinions through interviews or surveys by third parties inside the Library building. Exceptions may be granted by the Library Director for interviews on Library-related topics.
- B. Library users have a right to use the Library facilities undisturbed and in privacy. The Library's statement of Vision, Mission and Values has recognized that the public library is a "sanctuary" for reading, study, and reflection.
- C. Reporters may interview Library users only outside of the Library building.

## **IV. Enforcement**

The provisions of this Media Policy will be construed and enforced by the Library Director at his or her sole discretion. All decisions, determinations and actions taken by the Library Director with respect to this Media Policy are final and are not subject to review.

## **Westport Public Library Media Policy**

### **V. Amendment**

The Library Board of Trustees reserves the right to amend this Media Policy at any time.

*Adopted by the Library Board of Trustees May 17, 2000; amended July 20, 2005.*