

PUBLIC AND COMMUNITY RELATIONS

Non-Library Publicity Materials

Policy

Permission of the Library Director or his/her agent shall be required before any poster, pamphlet, brochure or leaflet may be displayed in the library, and then only at designated or authorized locations.

No materials advocating the election or defeat of any candidate for office, or which advocate an affirmative or negative vote on any proposition, political or general, shall be accepted for display.

No poster or printed matter exclusively for the promotion of any commercial product or enterprise shall be accepted for display.

The library has no responsibility or liability for the content of materials sent out by independent organizations that have been granted permission to use library facilities for meetings, exhibits or programs.

Practice

Posters announcing programs and events sponsored by the Friends of the Library are displayed on the Literacy Information area and the Circulation Desk. The Community Bulletin Board located between the first and second floors is made available for approved information for matters of local and general interest.

Library Publicity Materials

Policy

All publicity materials shall be authorized by and subject to the approval of the Director, and/or the Board of Trustees.

Practice

The library maintains a supply of printed materials describing the facilities, services and programs of the New Rochelle Public Library and of the Westchester Library System.

The library staff prepares and distributes press releases and other publicity materials on Library exhibits and programs, acquisitions of books and equipment, and other library news of timely interest to the public. The library incurs no responsibility for the failure of the media to publish or announce any such releases.

Adopted by the Board of Trustees February 2011