

RIVERHEAD FREE LIBRARY GENERAL POLICIES MANUAL

SUBJECT: COMMUNICATIONS, PR, PHOTOGRAPHY AND FILMOGRAPHY

PURPOSE: To inform patrons of the Library's communications policy

POLICY: The Library recognizes that public relations involves every person who has a connection with the Library. The Library urges every staff member to realize that he/she represents the Library in every public contact. Good service supports good public relations.

PROCEDURE:

- **Media Communications:** The Library will respond in a timely, accurate and appropriate manner to all legitimate requests for information from the media or any other external organization, association or individual. All requests should be referred to the Director.
- **Public Relations:**
All public relations materials must be reviewed and approved by the Library Director. Any public announcements to the media or external groups will be made only by the Director or his/her designee to ensure that the information distributed is accurate and consistent.
- **Freedom of Information Requests:** As a free association library, the Library is not subject to the Freedom of Information Law (FOIL). Any such request should be delivered to the Director, who will present the request to the Board of Trustees at the next regular meeting. In the spirit of transparency, the Library will attempt to answer any feasible request for information.
- **Photography & Filmography:** The intent of photographing and filming regulations is to ensure that the day-to-day activities of patrons are not disrupted.
- **Commercial Photography:** No photography or filming may be done in the Library or on Library premises for commercial or advertising purposes. Persons bringing equipment into the Library for such purpose or in the act of filming, will be asked to leave.
- **Press, Publicity, and Personal Photography:** Photographing or filming for Library promotion by the media, student projects, or for personal use by patrons is generally permitted, as long as such does not unduly interfere with the use of the Library. In order to protect the rights of individual Library patrons and to reduce distractions, under no circumstances may the public, members of the media, or Library staff take photographs or film without the express permission of any Library patrons who would be prominently included within the composition.

In all cases, persons seeking to take pictures inside the Library must receive permission from the Library Director who may specify when photography or a film project will take place in order to minimize disruption. The Library reserves the right to refuse any request based on the nature of the photography or film project and whether it is consistent with the mission of the Library.