

Policy Statement

To ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the Clinton-Macomb Public Library (CMPL) is presented to the public, the following media relations policy has been developed.

Regulations

1. The terms of this policy apply to the media as well as to amateur photographers and videographers.
2. Library grounds and all public areas of the library are open to the media during the library's regular hours of operation.
3. All meetings whether or not sponsored by the library are considered open and thus accessible to the media unless in closed session as allowed by state law.¹
4. Media are subject to the provisions of the *Code of Conduct* policy and may not disturb the normal operations of the library.
5. The library's primary point of media contact shall be the community relations specialist.
6. In general, credentials are not required to cover day-to-day activities. CMPL may require media to be credentialed for events of high interest or limited capacity.
7. In the event of a critical incident or emergency requiring police or fire response, access to areas usually open to media may be limited to allow emergency personnel to ensure safety and security.
8. Video and/or photographic use of CMPL's facilities and employees for production of partisan political products must have prior approval of the library director and must not imply or infer any institutional endorsement through the use of identifiable logos or logotypes, marks, symbols or music.
9. Photographers must obtain permission before videotaping, sound recording or photographing others in the library. In the case of minors permission must come from the parent or legal guardian. The library reserves the right to take incidental photographs and videos of customers in public areas to be used for promotional use only.

¹ MCL 15.261 *et seq.* Open Meetings Act
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10. State law² prohibits the disclosure of customer records including whether or not an individual is a customer of the library.

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Clinton-Macomb Public Library Board of Trustees

² MLC 397.601 *et seq.* Library Privacy Act
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