

News Media Relations Policy

Policy Statement

The following news media relations policy has been developed to provide guidance to the public, including the news media, and promote a positive image of the Rochester Hills Public Library (RHPL).

Regulations

1. The terms of this policy apply to members of the public including, the news media. The Library's security cameras are excluded from this policy.
2. Non-public areas of the library may be closed to the public including the news media.
3. All meetings whether or not sponsored by the library, are considered open to the public, including the news media, unless in closed session as allowed by state law¹ or limited by capacity.
4. The public including the news media are subject to the provisions of the *Code of Conduct* policy and may not disturb the normal operations of the library without special permission by the Library Director.
5. The library's primary points of contact with the news media shall be the Library Director or the Community Relations Specialist.
6. In the event of a critical incident or emergency, access to areas usually open to the public, including the news media, may be limited to allow emergency personnel to ensure safety and security.
7. Video and/or photographic use of the Library's property and employees does not imply any institutional endorsement by RHPL. This includes the use of identifiable logos or logotypes, marks, symbols or music.
8. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Such photos, images and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes.

To ensure the privacy of individuals and children, RHPL images will not be identified using full name or personal identifying information without written approval from the photographed subject, parent or legal guardian.
9. State law² prohibits the disclosure of patron records including whether or not an individual is a customer of the library.

Approved: October 13, 2008, Revised September 9, 2013
Rochester Hills Public Library Board of Trustees

¹ MCL 15.261 *et seq.* Open Meetings Act

² MLC 397.601 *et seq.* Library Privacy Act
Rochester Hills Public Library Policies