

Publicity Policy

The Library will inform and encourage the public in the use of the Library.

The library shares communications through the local press, school district, community organizations, and business alliance.

Posters, brochures, newsletters, press releases, social media, and other forms of print and audiovisual media may be used to promote activities in the Library.

All publicity about the library, library events, and library fundraisers must be approved by the Library Director before being published.

Without first receiving permission in writing from the Director, outside individuals or groups using library space may not imply in their advertising or during their activities that the Library sponsored or supports its activities or ideas, and may not state or imply that the library is the sole or primary location for their activities. A statement of sponsorship must appear in all advertising and press releases using the following phrasing: "This program is sponsored by (organization's name) and will be held at Carver Memorial Library." All outside advertising and press releases must make clear that the sponsoring groups should be contacted directly for information, and a contact name and telephone number must be provided. Any outside groups or individuals found to have promoted their activities as library sponsored will be restricted from using the library for their activities. (See also the Library's Facilities Use Policy.)

Adopted December 12, 2019