



Mattituck-Laurel
LIBRARY

PO Box 1437
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Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

Public Relations and Media Inquiries Policy

The Library welcomes inquiries from the media concerning library issues and operations.

The Board President and Library Director, or their designee, shall serve as the Library Spokesperson on all questions concerning Mattituck-Laurel Library.

No one other than the Board President or Library Director, or their designee, is authorized to speak to any media representative on behalf of the Library.

It is the responsibility of individual library Board or staff members who choose to speak to the media, to state that they are speaking as individuals and not on behalf of the Library and to state that their comments are personal and do not in any way represent or reflect the positions or opinions of the Library.

Library Board or staff members who do choose to speak to the media are strongly encouraged to report their contact to the Board President or Library Director as soon as possible and prior to the release of any news story.

Adopted 11/13/2023