

## Media Relations Policy

### Policy Statement

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

### Regulations

1. The terms of this policy apply to members of the public, including the news media.
2. All meetings that are held in open session by the Board or public body that are required to be open pursuant to the OMA or any meeting held in the Library's meeting rooms, 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 law<sup>1</sup> or limited by capacity.
3. The public, including the news media, are subject to the Library's policies, including the *Rules of Conduct*, while in the Library or on Library property.
4. The library's primary points of contact with the news media shall be the Library Director, a Library Manager, or the Library Board President. Employees and other members of the BTPL Library Board ("Library Board") should (1) refer all requests for information about the Library, its policies and operations to the Board President, Library Director or Library Manager and (2) may not speak or represent they are speaking (either verbally or in writing) on behalf of the Library unless otherwise authorized.
5. Unless approved in writing by the Library Director, no person may take pictures, videos or capture images by electronic means inside the Library. Requests from any person for photographing, videotaping or similar means of capturing images of Library patrons in the Library or the interior of the Library must be approved by the Library Director in advance. All requests are to be referred directly to the Library Director. Any person denied the right to take pictures, videos or capture images in the Library may appeal that decision within ten (10) days of receiving such denial to the Library Board. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act. Approved Video and/or photographic use of the Library's property and employees does not imply any institutional endorsement by BTPL. This includes the use of identifiable logos or logotypes, marks, symbols or music.

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<sup>1</sup> MCL 15.261 *et seq.* Open Meetings Act

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6. If any person who has received permission to take pictures, videos or obtain images inside the Library and such images contain pictures or videos of visitors to or patrons of the Library, the person must obtain prior written permission and release for use of the photo or video by the proposed subject of the photo or video. This includes photos taken and/or used by the Library. Copies of these permission slips and releases are to be provided to the Library. Requests for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent or legal guardian. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.
7. State law<sup>2</sup> prohibits the disclosure of patron records.

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<sup>2</sup> MLC 397.601 *et seq.* Library Privacy Act

Approved: 8/24/2020  
Brandon Township Public Library Board of Trustees  
Brandon Library Policies