

Public Relations Policy

Revised and Approved

Public relations goals of the Kinderhook Memorial Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

The Board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

Any official press releases, announcements, or mailings must be reviewed by the Director and the Board President.