

Argyle Free Library: Public Statements Policy

POLICY STATEMENT

This policy defines how the Argyle Free Library will interact with individuals, the media, or government agencies regarding library matters. It is intended to eliminate any confusion possibly caused by misrepresentations or incomplete information being disseminated about library matters.

REGULATIONS

- The President of the Argyle Free Library Board or their designated substitute is the only person authorized to make official statements regarding Argyle Free Library policies or actions.
- All inquiries from Media, Government agencies, or the general public regarding policies or actions taken by the AFL will be directed to the President of the AFL Board for response.
- When an inquiry is received by a staff member or a board member, information as to the nature of the inquiry, the person, organization or agency requesting the information, time sensitivity of the inquiry, and a return contact number or e-mail address should be collected and then forwarded to the Board president who will then reply in a timely manner.
- Depending on the nature of the request the President may contact other board members or library staff for their input or clarification of issues but, the official response will be made by the president.