

Oregon State Library Policy	
Public and Media Relations	
Approved by: Jim Scheppeke	Date: 6/21/10

Policy Statement: This policy delineates responsibility for public relations and communication with the media. It includes contacts with the electronic and print media, public officials, and representations of the Oregon State Library before public and private organizations, administrative and judicial bodies, and other governmental and quasi-governmental groups.

Authority: Oregon State Library; Bureau of Labor and Industries, *Wage and Hour Laws, 2009 Edition*.

Applicability: All State Library staff members, volunteers, and contractors (referred to in this document as “staff members”).

Attachments: None

Definitions: Work period: The work period is the period between the time the employee begins work and the time the employee ends work and includes rest periods and any period of one hour or less not designated as a meal period during which the employee is relieved of all duties. Meal periods do not count as part of the work period unless the employee continues to perform duties during the meal period.

Policy: Enforcement of this policy is the responsibility of managers and the appointing authority. The State Librarian is designated as the Public Information Officer and primary spokesperson for the agency. He/She may extend that authority to other staff members of the agency at his/her discretion.

Contact with the media: Announcements, press releases or other contacts with the media relating to the operation, condition, or status of the Oregon State Library, including its programs and facilities, should be cleared with the State Librarian or his/her designees (for example, official State Library positions or statements and press releases). All contacts from the media about the State Library will be referred to a manager.

Public speaking: It is the policy of the Oregon State Library to encourage dissemination of information to organizations and the general public. Staff members may be asked to speak to various groups about library topics. These may occur in the following ways:

- When making appearances before professional, civic, or other interested organizations to speak about the work of the State Library, the staff member will need approval of their program manager.

- When speaking before groups as a library professional, but not representing the State Library, this policy does not apply.

Staff members are not prohibited from speaking with media outside of the work period about issues not related to the State Library.