Representatives of news media outlets (television, newspapers, radio, etc.) who contact the library or request staff interviews must be referred to the Outreach Services/Public Relations Coordinator. In the absence of the Public Relations Coordinator, staff will contact the Coordinator, Director, Assistant Director, and lastly the Director’s designee, Evening Weekend Supervisor in that order.

In the event the news media wishes to interview staff, that interview must be scheduled through the Outreach Services Coordinator, Director, Assistant Director, or Director’s designee.

If the news media arrives to cover a library program, the staff member facilitating the program may do the interview promoting and answering questions about the program without contacting the Outreach Services/Public Relations Coordinator, Director, Assistant Director or Director’s designee.

If the news media wishes to interview a library patron, he or she may do so as long as it’s in a manner that the interview does not disrupt or disturb other patrons, as outlined in the Library Behavior Policy. If an interview is deemed by library staff to be disruptive or to disturb other patrons, the news media representative will be directed to a designated location to conduct the interview in another location.

In regard to photographs, audio, and video recording a library patron having his or her photograph taken, or being videotaped in the library, patrons generally do not have a reasonable expectation of privacy while in the library, due to the public nature of the building. There are no laws prohibiting photographs or video recording of individuals in public facilities. Additionally, the news media is not required to ask permission from people who appear in news pictures or stories (per opinion from the City Attorney July 26, 2006).