

Policy Statement

The purpose of this policy is to ensure the public receives consistent and accurate information about Comstock Township Library and its policies, programs, and services. The terms of this policy apply to professional media, as well as amateur photographers and videographers collectively referred to as “media.”

Regulations

1. The library’s primary point of media contact shall be the Library Director, followed by the Assistant Director, Department Heads, and/or the Library Board President.
2. All public areas of the library are open to the media during the library’s regular hours of operation.
3. Media are subject to the provisions of the *Code of Conduct CUS-1* and the *Confidentiality of Library Patron Records MGMT-1* policies and may not disturb the normal operations of the library.
4. Video and/or photographic use of the library’s facilities or employees for production of commercial or partisan political purposes must have prior approval of the Library Director and must not imply or infer any library endorsement through the use of identifiable logos, marks, or symbols.
5. Media may observe and record library staff while completing their official duties without permission, so long as they comply with the other regulations of this policy.
6. Media may observe and record library board meetings and attendees as authorized under the Michigan Open Meetings Act.

Approved: September 12, 2022
Comstock Township Library Board of Trustees