

Public Relations and Media Inquiries Policy

The Westhampton Free Library welcomes inquiries from the media concerning local Library issues and operations.

The Library Director, or their direct designee, shall serve as the spokesperson on all Library issues or matters. Media representatives are asked to contact the Library Director at (631) 288-3335 x. 16 (or by cell phone at 631-678-5480.)

No one other than the Library Director, or their direct designee, is authorized to speak to any media representative on the behalf of Westhampton Free Library.

The Westhampton Free Library Board of Trustees will communicate, when needed, with the media only by way of a written statement issued from the Board President through the Library.

It is the responsibility of individual Board or staff members who choose to speak to the news media to state that they are speaking as individuals and not on behalf of the Westhampton Free Library and to state that their comments are personal and do not in any way represent or reflect the positions or opinions of the Library.

Library Board or staff members who do choose to speak to the media regarding a Library related issue are strongly encouraged to report their contact to the Library Director as soon as possible and prior to the release of any news story.

Approved by Board of Trustees: July 22, 2008

Amended: June 2010