

## **KENNEBUNK FREE LIBRARY COMMUNICATION POLICY**

The Kennebunk Free Library adopts this Communications Policy in recognition of the importance of the establishment of clear lines of communication during, but not limited to, times of crisis. This Policy applies to all forms of communication regarding official Library matters made by Trustees, the Director and KFL Staff.

The following prescribed lines of communication shall apply in the event of a major incident. The determination of whether an incident is major shall be made by, and at the discretion of, the Director.

- 1) In the event of a major incident, the Director shall contact the President of the Board of Trustees. If the President is not available, the Director shall contact another member of the Executive Committee of the Board of Trustees;
- 2) Only the Director and/or the President of the Board of Trustees shall speak on behalf of the Library to the public and/or members of the media regarding official Library business; and
- 3) Members of the KFL Staff and Trustees, other than the President, shall not speak on behalf of the Library and shall direct all inquiries to the Director and/or President of the Board. If a Trustee or Staff member is uncertain whether an incident is major, he/she shall use their best judgment and contact the Director for clarification.