

# Logan Library Policy Manual

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These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

## 2.00 Library Policies

### 2.12 Public Relations Policy

Logan Library  
Approved: 9 December 1997

#### 2.12.01 Purpose

The Logan Library exists to provide quality library services to the citizens of Logan. In order to meet this responsibility, it is important that the library establish effective relationships with the public so that the public is familiar with the policies, practices and services offered by the library. It is the policy of the Logan Library that methods and activities be employed by the library to promote a favorable relationship with the public.

#### 2.12.02 Library Director Responsibilities

The library director will be responsible to develop, and maintain a public relations program that will implement methods and activities designed to promote a favorable relationship with the public and the elected officials of the city.

#### 2.12.03 Library Board Responsibilities

The library board will be responsible for developing policies that support the public relations program of the library. The library board will support the director of the library in representing the library before the general public and the elected officials of the City of Logan.

#### 2.12.04 Friends of the Library

The Friends of the Library, in coordination with the library director and the library board, will be responsible for:

- A. Raising money for special projects and expansions not covered by the operating budget.

- B. Sponsoring programs designed to contribute to the cultural life of the community.
- C. Volunteering work in the library on specific projects.
- D. Raising public awareness of library services and promoting public relations.
- E. Organizing politically for favorable library legislation and appropriations.