
Administrative Policy



News Media

Interviews

A reporter from a news outlet (e.g. newspaper, television station, radio station, etc.) will occasionally ask staff for an interview. When a reporter requests information about a news item other than routine library promotional activities, staff is to refer the reporter to the Marketing and Communications Director via phone and follow with an email message. As the Marketing and Communications Director regularly updates their phone and email messages, if their message indicates they are out of the office for more than a day, contact the Executive Director.

Photography

Refer requests to take pictures or video by news media or commercial entities within a Pierce County Library System facility or to bring cameras into a facility, to the Marketing and Communications Director. If they are not available for more than a day, refer the requestor to the Executive Director. If neither of them is available for more than a day, staff should work with their Leadership Team member to respond to the request.

The Library System allows picture taking, filming, or videotaping of the exterior areas of Library property, as long as such activity complies with the Library Rules of Conduct, and does not interfere with the flow of traffic and with customers or staff wishing to enter or leave the building.

An exception to the procedures described above occurs when reporters want to interview staff or take pictures in conjunction with a library promotional activity such as a display, the acceptance of a check from charitable organizations, programs, etc.

Related Policies

Library Rules of Conduct

Effective March 1, 2002. Updated July 25 2018. Updated September 23, 2021