

Memo

To: Montana State Library Commission

From: Sara Groves, Communications and Marketing Coordinator
Darlene Staffeldt, State Librarian

Date: January 28, 2009

Re: Montana State Library Communications Policy

The Commission is asked to review the following draft State Library policy at the February Commission Meeting. Action will be requested at the April meeting.

Communications Policy – Review

This policy directs staff regarding the appropriate philosophy regarding communications between the media and the Montana State Library. The procedures which are also provided give more details to staff of appropriate steps to take when dealing with the media or a newsworthy story.