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Public Relations and Outreach Work Team  
Charges

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5-2015

### Public Relations and Outreach Work Team Charge

Zach S. Henderson Library

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#### Recommended Citation

Zach S. Henderson Library, "Public Relations and Outreach Work Team Charge" (2015). *Public Relations and Outreach Work Team Charges*. 1.

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**Public Relations and Outreach Work Team**  
**Charge Approved: May 2015**

**Charge:** The Public Relations and Outreach Work Team manages the Library's publications, public relations and publicity, social media, signage, and exhibits. The team submits an annual report to the Dean of the Library that summarizes the team's activities and their contributions to Henderson Library's mission.

**Membership:** Membership is open to all interested library personnel.

**Process Notes:** The team coordinator(s) will be selected by the team members for a specified period of time; terms may be renewed. Each summer the team membership will be reviewed and library personnel will be invited to volunteer to be members, or asked if they wish to rotate off the team.

Team meeting agendas will be prepared in advance and sent to Zach-l, with an invitation for interested personnel to attend as visitors. Meeting essence notes, consisting of a brief summary of topics addressed, will be distributed via Zach-l and archived in Digital Commons. Team decisions must be ratified by the library faculty in the form of recommendations that are distributed at least three days before the library faculty meeting when the recommendations are to be considered.