

Social Media Policy

This policy governs Whelden Memorial Library's participation in online venues and social media. Social media is defined here as any web application, site, or account, including but not limited to blogs, social networks, online communications, online catalogs, websites, and mobile apps used by the library.

Social media allows the library and public a convenient forum to discuss and share information on a range of topics relevant to the library and its mission, including: library information, programs, services, and collections. Whelden Library's social media is not intended to be a public forum for general debate or exchange of ideas.

Library Use of Social Media

Decisions regarding library utilization of social media shall be made by the Director.

Information posted should be free of bias, personal opinions which are degrading to others, and profane language. All posts should be related to upcoming events, services, materials, or the overall mission of the library. Links to outside sources and third-party apps must be relevant to the post or library mission.

The library is not required to share posts or information on behalf of outside organizations. Links or information may be shared with the intent of keeping our community connected to and informed of resources, events, services, or information relevant to community needs or interest.

No photos of an individual should be posted without consent. No photos of minors should be posted unless their guardian has provided their consent.

Posting and Participation on Social Media

Patrons, community members, and the general public are welcome to comment on library posts and events to share their opinions and views on library-related subjects. Such postings do not indicate endorsement by the library of the opinions and ideas expressed.

The library is not liable for any content posted by any participant in a library social media forum who is not a member of the library's staff.

Users may be held personally liable for commentary that is defamatory, obscene, proprietary, or libelous by any offended party.

Social media users should be aware that there is no expectation of privacy when posting on library social media sites. Use of such websites acknowledges the library's right to access, monitor, read, reproduce, and/or edit (while retaining the original intent of the post), any postings on those sites.

Users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

Social media is not intended to be used by the library to officially document, address, or discuss library user issues, concerns, or problems. The library asks that all formal complaints be addressed directly to the Library Director.

Unacceptable Content and Content Removal

The library reserves the right to restrict or remove any content on its social media sites that violates anything indicated in this policy. This includes the removal of content and comments because they are not related to the particular subject or are deemed inappropriate or unacceptable.

Examples of unacceptable content include but is not limited to:

- Obscene material or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Falsification of identity
- Plagiarized, copyrighted, or trademarked material
- Comments, links, or information unrelated to the purpose of the forum
- Advertisement, solicitation, and spam
- Slanderous, libelous, threatening, or defamatory statements
- Content not related to library business, programs, events, resources, and materials
- Images of individuals posted without consent

Library staff will do their best to reach out to the individual who posted the removed content to supply them with a copy of this policy and a brief explanation of why their content was removed. The Library reserves the right to ban or block users who have posted in violation of this policy without prior notification or warning.

Approved 18th, 2022
Whelden Library Board of Trustees