

# WIGGIN MEMORIAL LIBRARY

## Social Media Policy

*Revised 4/2019*

### **Purpose:**

As part of the Wiggin Memorial Library's goal to build community, we offer ways for residents to interact not just with the library but with each other. The library uses social media as an additional communication channel for promoting the services and resources of the library.

### **Privacy:**

The Library does not collect, maintain, or otherwise use the personal information stored on any third party site in any way other than to communicate library-related information with users on that site. Users may remove themselves at any time from the Library's social media pages, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should act accordingly.

Users are encouraged to protect their privacy by not posting personally identifying information, such as last name, school, age, phone number, or address.

### **Parental Controls:**

As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of social media applications.

### **Commenting:**

Comments, posts, and messages are welcome on the Wiggin Memorial Library social media sites. While the Library recognizes and respects differences of opinion, all such interactions will be regularly monitored for content and relevancy. All postings which contain any of the following will be removed at the discretion of the library director or his/her designee:

- Obscene or racist content
- Content that would be considered hate speech
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent of individual
- Comments totally unrelated to the content of the library, its mission, or its activities
- Hyperlinks to material that is not directly related to the discussion topic
- Commercial promotions or spam
- Organized political activity
- Photos, images, or other media that fall in any of the above categories

### **Liability and Participation:**

The Wiggin Memorial Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social media, and does not endorse content outside of the pages maintained by the Library and the posts created by Wiggin Memorial Library staff in the course of their work duties. The library reserves the right to use any comments, posts, and messages on library social media sites for use in public relations and marketing materials. The Library is not responsible for other people viewing or accessing personal accounts/profiles that are left open on computers in the Library.

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Participation in the Wiggin Memorial Library's social media implies agreement with all Library policies, including its *Social Media Policy*, *Technology Policy* and *Internet Policy*, and the Terms of Service of each individual third-party service.

By posting a comment or other content you agree to indemnify the Wiggin Memorial Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred which arise out of, or are related to the content that you post.

The Wiggin Memorial Library reserves the right to monitor content before or after it is posted on all its social media sites, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate. The Wiggin Memorial Library also reserves the right to edit or modify any submissions in response to requests, feedback or other commentary.

Notwithstanding the foregoing, the Wiggin Memorial Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the Library's social media.

If a user does not agree to these terms, they are not to use the services provided.

**Ongoing Use Evaluation:**

The role and utility of social media in relation to the goals and purposes of the Library will be evaluated periodically by the Library staff and Board of Trustees, and may be terminated at any time without notice to subscribers.

Signatures of the Board of Trustees indicates adoption of this policy.

Susan E. Wilbur, Trustee Date: 5/20/19

[Signature], Trustee Date: 5/20/19

[Signature], Trustee Date: 5.20.19

Michael Hunter, Trustee Date: 20 MAY 19

Danne Ward, Trustee Date: 5/20/19