

Social Media Policy

Sutton Free Public Library

The Sutton Free Public Library participates and uses social media in several forms. The Library staff will maintain and edit the content of SFPL hosted sites to comply with all Library Policies. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet. This policy applies to all patrons, whether registered with the Sutton Free Public Library or not. As with more traditional resources, the Library does not act in place of or in the absence of a parent. The Library is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of this resource.

The Library reserves the right to reproduce posts submitted to its social media sites. Personally identifiable information will be removed. The Library does not collect, maintain, or otherwise use personally identifiable information stored on third party social media sites other than to communicate with users on that site. Users should be aware that third party websites have their own privacy policies and should proceed accordingly. The Sutton Free Public Library assumes no liability regarding any event of interaction which may arise out of posted content. The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.

Appropriate Content:

Notices of upcoming Library meetings or events

Content of all press releases

Library policies and procedures

Information about library services, trends or technologies

Communication between Library staff and the Library community regarding SFPL work and/or projects

A place for the public to discuss their opinion as it relates to the Library

Discuss books or virtually host a book club

Comments, posts, and messages are welcome on the Library's social networking sites. While the Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy. Postings which contain any of the following will be removed and the poster may be barred from posting any subsequent messages to the Library's social networking sites.

Inappropriate Content:

Obscene or racist content

Personal attacks, insults, or threatening language

Potentially libelous statements

Plagiarized or copyrighted material

Private, personal information published without consent

Comments totally unrelated to the content of the forum

Hyperlinks to material that is not directly related to the discussion or Library

Commercial promotions or spam

Ethical Guidelines for Staff:

Do not use unprofessional pseudonyms.

Do not impersonate another person.

Verify that comments are factual, accurate, and presented with correct spelling and grammar.

Do not post materials that are abusive, obscene, defamatory, threatening, harassing, slanderous, maliciously false, offensive, libelous to the Library, embarrassing or that are discriminatory.

Do not post to political campaigns or ballot measures.

Do not gossip about other Library staff, Board members or users.

When corrections are made, the retraction shall reference the original posting.

Delete spam and off-topic comments.

Link directly to online references and original source materials.

Be sensitive when selecting pictures for use in publications.

Do not use Library logos, address, telephone number, fax number or e-mail addresses on social media sites other than those sponsored by the Library.

Realize that social media communities have their own culture, etiquette, and norms and be respectful of them.

Approved by the Board of Library Trustees July 15, 2013