

**Shedd – Porter Memorial Library**  
**Social Media Policy**  
**26 July 2019**

The Shedd – Porter Memorial Library hopes to provide a safe and appropriate environment for visitors of all ages.

The Library utilizes social media, defined as any website or application allowing users to:

- Generate and share content,
- To create welcoming and inviting online spaces,
- And to form connections with the public by encouraging conversations and the exchange of useful information relating to the library's activities and resources.

The library's social media forums are limited public forums. The library requires that users stay on topic and abide by the law.

The Library invites comments, posts, and messages, while recognizing and respecting differences of opinion and upholding standards of civil ethics and conduct. The Library seeks to provide social media users with environments free from discrimination and obscenities. Therefore, all comments, posts, and messages are subject to review by the Library. The Library reserves the right to remove any comment, post, or message that it deems, at its sole discretion, to be abusive, defamatory, in violation of intellectual property rights, off topic or otherwise inappropriate. The library is not obligated to take any such actions, and will not be responsible for or liable for content posted by members of the public. If any content is removed, the library staff will make explicit that an edit or removal of content has been made. Any member of the public who wishes to contest modification or removal of postings should do so in writing to the library's Board of Trustees.

The Library further reserves the right to reproduce public comments, posts, and messages in other public venues, without further permission from subscribers.

The Library is not responsible or liable for the content of postings by third parties on any Library-sponsored social media site, and third party postings do not reflect the opinions or positions of the Library, its employees, or its Board of Trustees.

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 to users on that site, unless granted express permission by users for library contact outside of that specific site. Users may remove themselves at any time from the library's social media site(s), or request that the library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly. Users are encouraged to protect their privacy and avoid posting personally identifying information. As with more traditional resources and the Internet, the library does not act in place of, or in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place upon a minor's use of social media.

The Shedd - Porter Memorial Library assumes no liability regarding any event or interaction that occurs between participants in any library-sponsored social media, and does not endorse content outside of pages maintained by the library and posts created by library staff in the course of their employment duties. By posting content, the user agrees to defend, indemnify and hold harmless the library and its trustees, employees and volunteers from and against all liabilities, claims,

judgments, damages and costs (including attorney fees) incurred by any of them which arise out of or are related to post content.

**Guidelines for Library Staff and Trustees**

The Library's social media posts will be accurate and respectful. Staff members who maintain personal social networking sites must clearly delineate between material on their personal site and work-related postings. Any comments about work-related issues must bear a disclaimer that they do not represent the organization. Library Trustees and Staff are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the library.