

## Wead Library

### Social Media Policy (2024)

#### Introduction

The Wead Library social media exists to allow the library to share information and ideas in a way that is convenient to our patrons. Content posted by the library will be geared toward the Wead Library patrons and residents of the Malone Central School District. Content may include library information, information relevant to the region, answers to reference questions, links of interest to patrons, and more.

Social media is defined as any website or application created and maintained by the library which allows people to share or obtain information in a virtual environment. Examples include, but are not limited to, Facebook, Instagram, Pinterest, YouTube, and Tik Tok.

This Social Media Policy defines the Wead Library's purpose in using social media and describes parameters of the service and public use. This policy supplements and does not replace other Wead Library policies.

We encourage everyone to participate by sharing ideas, articles, or photos; commenting; liking; and sending messages relevant to library services and collections. However, the library reserves the right to monitor content posted on its social media web applications, websites and web accounts, and to modify or remove any content that it deems, in its sole discretion, to be inappropriate.

#### Inappropriate Content

Inappropriate content includes but is not limited to:

- Offensive content or language which targets gender, sexual orientation, disability status, racial groups, ethnic groups, religious groups, or any other federally protected class
- Links to offensive or hateful content
- Harassing comments or postings against library staff or other social media users. Harassing comments or postings that include profane or obscene statements or images, threatening physical harm toward another person, and engaging in behavior with the sole intent of harassing another person
- Defamatory or libelous content
- In violation of copyright, trademark right or other intellectual property right of any third party
- Private, personal information of another person without appropriate consent or authority
- Commercial or spam

Please note that when a social media platform permits individuals and groups to contribute their own content (such as posting on the library's Facebook wall or page), these posts are independent of the library. Posts to the library's social media made by entities other than the library are not endorsed by the library.

We encourage everyone to share their views in a manner respectful to the other users visiting the page. Criticism, feedback, debate, and opinions are welcome when expressed in a cogent, constructive manner. When contributing to a public discussion, keep in mind that our social media may be viewed by persons of any age when choosing your language.

The library in addition reserves the right to edit or modify postings for space, while retaining the intent of the original post; and, to reproduce comments, posts and messages in other public venues (removing identifying information other than first name unless prior approval has been granted for full attribution).

### Removal and Blocking

Users who have violated the above code of conduct may be blocked or banned from our social media account and/or have their posts removed or hidden. Staff may block the user who posts inappropriate content from posting any further information to the library's social media sites, but only after said user has received one warning that they are violating the policies contained herein.

Users who will be blocked will be contacted via the social media platform in question and informed of the reason for their blocking and the duration of the block. Users who wish to challenge their block may file a Patron Complaint form.

The Library Director or designee will respond following the Patron Complaint Policy.

### Disclaimer

The library does not control and is not responsible for content on third-party sites.

The library cannot guarantee the persistence of hyperlinks pointing to third-party sites, or the continued availability or accuracy of content on third-party sites.

The library does not collect, maintain or otherwise use personal information stored on any third-party social media site. Users may add or remove themselves from the library's "subscriber" or "follower" lists at their discretion, according to the capabilities offered by such third-party sites. Users should be aware that third-party sites have their own privacy policies and proceed accordingly.

The library respects the privacy of individual users and will only contact an individual user when granted permission by that user, such as when a user asks

for reference assistance, registers for a program, signs up for a notification or responds to an appeal.

By choosing to comment on and/or utilize the above sites, users of the Wead Library's social media sites agree to these rules.

**Adopted: January 22, 2024**

### References

*Lake County Public Library on social media*. Social Media Public Procedure - Lake County Public Library. <https://www.lcpl.in.org/social-media-procedure>

Social Media Policy. (n.d.). Hoboken Public Library. Retrieved November 29, 2023, from <https://hobokenlibrary.org/policies-2/social-media-policy/>

Policy: Social Media | White Plains Public Library. (2011, March 9). White Plains Public Library. <https://whiteplainslibrary.org/policies/social-media/>