

Library Social Media Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

The _____ Public Library's social media sites provide a limited designated public forum intended for moderated discussion. Comments, posts, and messages are welcome on our sites.

The role and utility of social media sites will be evaluated periodically by library staff and may be terminated at any time with or without notice to subscribers.

The library's Social Media Policy applies only to library-sponsored sites created and maintained by the library. While the library recognizes and respects differences in opinions, all comments, posts, and messages will be monitored and reviewed by the director or other designated employee(s).

The library will use social media to:

- Announce programs
- Post news such as special events, holiday hours, exhibits, new item arrivals, etc.
- Promote library resources and announce new services
- Serve as a public relations/marketing tool

The types of content that will not be permitted include but are not limited to:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous or slanderous statements
- 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
- Commercial promotions or spam
- Postings/comments in violation of the copyright, trademark right, or other intellectual property right of any third party

The library reserves the right to edit or remove any postings or comments made to library-sponsored sites. The library does not endorse or review content outside the "pages" created by library staff. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Public participation on the library's social media pages implies agreement with library policy.

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