Library Social Networking Policy

*KDLA provides this example policy to assist a library in developing and adopting their own policy. This example policy does not constitute legal advice and should be modified to meet the needs of your library and community. KDLA recommends the library’s attorney review and approve any policy prior to adoption.*

The _______ Public Library Social Networking Policy applies only to those Library-sponsored sites created and maintained by the ________ Public Library. While ________ Public Library recognizes and respects differences in opinions, all comments, posts and messages will be monitored and reviewed for content and relevancy by the director or other designated employee(s).

_______ Public Library will use social networking to:

- Announce programs
- Post news such as special events, holiday hours, exhibits, and new item arrivals
- Update resources
- Remind of important resources
- Announce new services
- Serve as a public relations/marketing tool

The types of content that will not be posted include:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous 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 ____________ Public Library reserves the right to edit or modify any postings or comments. Public participation in __________ Public Library social networking services implies agreement with all Library policies.
[sample policy posted 3/27/2012]