

Sample Employee Social Networking Policy

The _____ Public Library recognizes that social media is regularly used as a form of communicating. The Library trusts and expects employees to exercise personal responsibility whenever they participate in social media. The _____ Public Library has the right and duty to protect itself from the unauthorized disclosure of information and to protect its reputation as a business and employer. The _____ Public Library also has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and Library work rules and policies. This policy includes basic guidelines for each employee.

“Social media” and related technology include, but are not limited to, video, or Wiki posts, social networking sites such as Facebook, MySpace, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs or other similar form of online journals, diaries or personal newsletters not affiliated with the _____ Public Library. This policy also includes future social media technologies and applications that may not yet be contemplated.

Library employees may not access social media sites for personal use during work time. Library employees may not use social media in a manner that interferes with their job duties or violates a Library work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, employees, or anyone doing business with the Library, including patrons.

Employees are responsible for protecting confidential and proprietary library information. Employees may not disclose any confidential or proprietary information on or about the Library, its patrons, its affiliates, vendors, or suppliers, including, but not limited to business and financial information.

At all times, including when using social media during non-work hours, employees must comply with the _____ Public Library’s policies regarding the confidentiality of library operations. Employees may not, at any time, use social media to discuss confidential work-related matters.

Unless specifically instructed, employees are not authorized to speak on behalf of the organization. Employees may not represent that they are communicating on behalf of the _____ Public Library or do anything that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Library.

Library employees are prohibited from taking photos of work related information and posting this information on a social media site, unless expressly authorized by the director or the Library board.

Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the _____ Public Library.

The library requests employees to report all suspected violations of this policy to the Director. The _____ Public Library investigates and responds to all reports of violations of the social media policy and guidelines and other related policies. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. The _____ Public Library reserves the right to take legal action if deemed necessary to protect the _____ Public Library, employees, patrons, or any other affiliated individual or group.

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