

Employee 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 _____ County Public Library recognizes that social media is regularly used as a form of communication. The library trusts and expects employees to exercise personal responsibility whenever they participate in social media. The library is not responsible for what its employees post to personal social media, however the 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. This policy includes guidelines for employee use of personal social media.

Social media and related technology include but are not limited to: social media networking sites, online gaming, chat rooms, podcasts, discussion forums, personal blogs, other forms of online journals, diaries, or personal newsletters not affiliated with the library. This policy includes current and future social media technologies and applications.

Library employees may not use their personal social media in a manner that interferes with their job duties or violates library policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate, or disparage the library, employees, or anyone doing business with the library, including customers. Employees are responsible for protecting confidential and proprietary library information at all times. Unless specifically instructed, employees are not authorized to speak on behalf of the organization.

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 party, not just the library.

The library investigates and responds to all reports of violations of this social media policy. 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 library reserves the right to take legal action if deemed necessary to protect the library, employees, customers, or any other affiliated individual or group.

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