

Library Social Media Policy

Social media sites that are consistent with the library's mission may be created. The library director must approve the creation of any library social media account and has final decision-making powers when deciding whether an account or specific content should be modified or deleted.

Social media includes platforms and sites such as blogs, websites, wikis, Facebook, Twitter, Instagram, YouTube, etc.

1. Each library social media account must be assigned a staff member to moderate them.
 - a. Moderators must update the site at least once per week.
 - b. Staff using library social media must do so in an efficient, ethical, and lawful manner.
 - c. Staff using library social media must abide by Hamner Library policy and Federal and State laws.
 - d. Staff using library social media must remain neutral in relation to politics, religion, etc.
2. Library social media sites must have a link to them from the Hamner Library web page. Sites must clearly be identified as part of Hamner Library.
3. Library social media accounts that no longer serve the library's mission should be deleted with the approval of the library director.
4. All employees are advised that content posted, on-duty or off-duty, on social media pursuant to their official job duties is not protected by the First Amendment of the U.S. Constitution and may result in disciplinary action, up to and including termination.
 - a. Employees are free to express themselves as private citizens on social media sites to the degree that their content or posts do not impair professional relationships in the workplace, impede the performance of their job duties, or negatively affect the public perception of the library. Employees may not utilize social media in a manner which could lead the reader to believe such postings represent the official position of the library.
 - b. Employees shall not post confidential, sensitive, or copyrighted information to which they have access because of their position with the library.
 - c. Like any other activity deemed to be abuse of library time, employees should refrain from utilizing social media during their workday except when necessary to perform their job responsibilities.
 - d. Supervisors who include subordinates in their social network must conduct themselves in a manner consistent with their role as a supervisor.
5. Community members are encouraged to interact with the library through library social media. Social media sites are considered "moderated on-line discussion sites" and so posts, comments, and other community interactions will be monitored. They will be edited or deleted if they meet any of the following criteria:

- a. Contain vulgar language, personal attacks, or offensive comments that target specific groups
 - b. Promote services, products, or political organizations
 - c. Are clearly off topic
6. Community members may become a “friend,” “fan,” member, etc. of library social media sites. Users and the library have the ability to end the relationship at any time.
7. All current library policies apply regarding the responsibility of legal guardians for their minors in relation to behavior and access to library services.
8. All current library policies apply regarding the responsibility of legal guardians for their minors in relation to Internet and computer access.