

## **EDWARD F. OWEN MEMORIAL LIBRARY SOCIAL MEDIA POLICY**

### **Purpose**

The Edward F. Owen Memorial Library is committed to using current forms of Social Media, including but not limited to Facebook, Pinterest, Twitter and the carterlakelibrary.com website. The library believes that in using Social Media, we are more accessible to our library users and can better promote library services and resources. The goals of any Edward F. Owen Memorial Library sponsored social media sites are:

- To inform the public about library resources and activities
- To increase the public's use of library resources
- To provide additional communication with members of the public

Publicly posted information will be professional and reflect positively on the Edward F. Owen Memorial Library and its services and programs. Much of the content will relate to libraries, authors, books, programs, events and special topics that the Library is discussing or promoting.

Comments and postings from the public are encouraged, but will be reviewed by Library staff for content. Library staff reserves the right to delete comments or postings that contain inappropriate content.

### **Appropriate Content**

- Notices of upcoming Library sponsored meeting or events
- Content of all press releases
- Library policies and procedures
- Information about library services
- Communication between library staff and the library community regarding events and projects

### **Inappropriate Content**

- Obscene, sexist or racist comments
- Personal attacks, insults, or threatening language
- Libelous and slanderous statements
- Private, personal information of another person without appropriate consent or authority
- Copyrighted or plagiarized material
- Comments not related to original postings
- Postings that may compromise the safety or security of the public

The Edward F. Owen Memorial Library reserves the right to deny access to the library social media sites for any individual who violates this Social Media Policy at any time without prior notice.

The following verbiage will be used to warn individuals about their content: "Your recent post is in violation of the Edward F. Owen Memorial Social Media policy. Please refrain from posting inappropriate content. If you do not refrain from posting such content, you will be blocked from this forum. Thank you for your cooperation."

Designated Edward F. Owen Memorial Library staff will regularly review and monitor all library social media formats to check and respond to postings and to daily update and maintain current and informative content.