SOCIAL MEDIA POLICY

In an additional effort to serve the patrons of the Island Trees Public Library, the Island Trees Public Library uses an array of communications media. These communications media includes Social Media. Social Media is defined as any web application, site or account created as well as maintained by the Island Trees Public Library. Commonly used Social Media sites include: Facebook, Twitter, Flickr, Youtube, Pinterest, wikis, forums and other content sharing sites. Our Social Media sites are intended for the Island Trees Public Library patrons and staff to communicate information and make opinions related to materials, library issues and library events.

Comments and differences in opinions are respected, however, the Island Trees Public Library reserves the right to block or remove posts if they contain the following:

- Obscene, profane, racist or sexual content
- Personal attacks, threats
- Information that will compromise the safety or security of the people/library
- Private or personal information published without consent
- Off topic comments/posts not related to the content of the forum
- Commercials, advertisements, spam
- Hyperlinks that are not related to discussions
- Postings that are considered defamatory or libelous

By choosing to post/comment you agree to the above rules.

EMPLOYEE GUIDELINES

When employees use social media, behavior and content is not only a reflection of the employee, but also of the Island Trees Public Library.

- Employees should pause and think before posting or responding to a post, if an employee is not sure how to respond please consult the Director.
- Employees should do their best to reply in a timely manner.
- Employees must not use social media for political purposes.
- Employees should be open and honest about library policy and procedures.
- Library employees are prohibited from taking work related photos and posting this on a social media site, unless authorized by the Director or the ITPL Board of Trustees.
- Employees should report all suspected violations of this policy to the Director.

Adopted by the Island Trees Public Library Board of Trustees
May 30, 2014